

Notary Public Service Policy

Fossil Ridge Public Library District offers free notary services for the benefit of all patrons, in accordance with Illinois notarial law. Due to Notaries not always on site, users must contact library to confirm a Notary is on duty.

The Fossil Ridge Library District provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. This manual is available on the Secretary of State, State of Illinois website.

The Library provides only basic notary services. Please read carefully some of our limitations.

- Library notaries cannot provide legal advice or counseling regarding the documents.
- Illinois law requires that a notary and the patron seeking notarization be able to communicate directly with each other. The Library notary is not permitted to make use of a translator to communicate with the patron.
- By Illinois law, notaries cannot attest to true copies of passports, driver's licenses, birth certificates, death certificates, marriage certificates, etc.
- Illinois law does not authorize a notary public to certify copies of any document. Patrons requesting certified copies will be referred to the official who has custody of the original document or to the office where the document has been officially filed.
- The Library does not provide witnesses and witnesses may not be solicited from staff or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification, and be present at the time of the notarization.
- Cannot notarize deeds, mortgages, or other real estate closing documents.

Notaries will not provide service if the patron's, document, or circumstance of the request for notary services raise an issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the notary may, at his or her sole discretion, decline to provide notary public service. The notary will ask the patron to sign and/or provide a thumb print in their Notary Public Record Book. Service for patrons who decline to sign and/or provide a thumb print will not be provided.

Patron must be sure that the document is completely filled out, leaving no blank other than where the patron will sign the document, before appearing before the notary. Library notaries will not notarize any document with blank spaces.

The patron must provide the notary with a current, valid identification issued by a state or federal agency that includes the patron's photo and signature, such as a current driver's license, state ID, U.S. military ID, or U.S. passport.

