

Notary Services

The Central Citizens Library District offers free Notary Public services. Notary Public services may not be available at all times the library is open to the public and is subject to notary availability.

Valid, non-expired government issued identification with signature is required of every patron seeking Notary Services. The Notary will only attest to documents signed in their presence. The patron signing the document must be certain that the document is completely filled out, leaving no blanks other than where the customer will sign. Library Notaries may not notarize any document with blank spaces.

In situations where a witness is required, the Library will not provide witnesses. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must provide valid photo identification.

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 a Notary Service patron.

In accordance with Illinois Notarial Law, Notaries will not provide service if the patron's document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. In this event, the Library Notary may, at their sole discretion, decline to provide Notary Service.

Also, in accordance with Illinois Notarial Law, the Notary will ask the patron to sign and/or provide a thumb print in their Notary Public Record Book. Service will not be provided for patrons who decline to sign and/or provide a thumb print for the Record Book.

The Library 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's Website. Library Notaries may decline to provide Notary Service in situations that do not comply with the provisions of this manual.