

KEWANEE PUBLIC LIBRARY

NOTARY SERVICES

Purpose

The Kewanee Public Library provides basic notary service as a courtesy to users of the Library in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State of Illinois. This manual is available on the Illinois Secretary of State website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

Scope

The Library provides only basic notary services at no charge, subject to the availability of a Notary on duty. Donations are acceptable. Notary services are provided on a first-come, first served basis or by appointment during regular library hours.

Notary services are a courtesy provided by the Library and not the Notary's primary duty. Therefore, the Library advises persons in need of notary services to contact the Library in advance to confirm that a Notary is available.

The requester must provide the following items for notary service:

- The completed, unsigned document to be notarized
- A witness or witnesses, if required by the document (Library staff cannot witness documents to be notarized. If witnesses are required, the requester must provide them.)
- A valid, unexpired state ID, federal ID, or other government ID with signature and photo. EXAMPLES:
 - Driver's license
 - State ID card
 - US Military ID
 - Passport
 - Indian OCI card

Library Notaries cannot notarize deeds, mortgages or other real estate closing documents because these documents can require technical or legal knowledge that is beyond the scope of our service.

Library Notaries cannot provide legal or professional advice or counseling regard any documents to be notarized.

Illinois law requires that a notary and the person requesting notarization be able to communicate directly with each other. Library Notaries are not permitted to notarize documents in languages other than English, unless they communicate confidently in that language. Library Notaries cannot translate documents to be notarized.

In accordance with Illinois law, the Notary may ask the requester to sign their Notary Public Record Book. Notary service will not be provided for a requester who declines to sign the record book.

Adopted: June 12, 2023