

## **Notary Policy**

(Adopted February 2014; revised March 2015; revised July 2017)

The Stickney-Forest View Public Library District offers free Notary Public services for the benefit of our residents. Walk-ins are welcome, but it is recommended that patrons call first to ensure the presence of a Notary as Notaries are not always available. Appointments are accepted.

A valid photo identification is required of any person seeking Notary services.

Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or Notarize documents in which they have a personal interest.

The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the person needing the service of the Notary. This individual must also provide valid photo identification.

Notaries will not provide service if the person, the document, or any circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library.

Notary service is not guaranteed. Notary services are a courtesy provided by the Library, and not the Notary's primary duty; therefore, the Notary may ask the person(s) to wait while the Notary attends to patrons or other Library matters. Notary service is not available in the 15 minutes prior to the time of Library closing.

Should a problem appear/occur, the Notary may at his/her sole discretion decline to provide service.

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