

Appendix C5a: Notary Services: Public Posting

Richton Park Public Library District

Notary Service is by appointment only. Please contact the library to schedule an appointment for service.

Rules for Service

1. Users must present United States (Federal) or Illinois (State) issued identification that includes a photo before notary takes place.
2. Notary Service is complimentary to Richton Park Public Library District patrons in good standing. Other users will be charged \$1 per document.
3. Library Staff will notarize up to three signatures per person, per day.
4. Library Staff who serve as a Notary will:
 - a. Follow the notary laws of the State of Illinois.
 - b. Not give professional advice on legal matters pertaining to notarizing signatures.
 - c. Reserve the right to refuse notary service at any time.
 - d. Not notarize signatures on real estate documents or transactions.
 - e. Will only notarize documents signed in person before the Notary.
5. The Library will not provide witnesses and witnesses may not be solicited from customers using the Library. In order to serve as a witness, the witness must personally know the person whose signature is being notarized and must be in possession of valid photo identification.
6. Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
 - a. The Library doesn't provide bi-lingual notary services.