

Notary Policy

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who comes before the notary for a specific purpose.

Please note that a notary at Galesburg Public Library is not an attorney licensed to practice law in Illinois and may not give legal advice or create any legal documents. Notarizing a document does not constitute a legal review of the document's contents.

Other important information:

- Galesburg Public Library does not charge a fee for notary services.
- Notaries are usually available at the Reference Desk while the library is open. We recommend that you call ahead (309-343-6118) to ensure a notary is available. Notary service is not guaranteed.
- Unless personally known to the notary, each signer must be identified by the oath or affirmation of a credible witness personally known to the notary or must present an unexpired government issued ID card with photograph and signature. A photocopy or photo image of a government issued ID is not acceptable as ID.
 - Examples: Driver's License, State ID, valid Passport, US Military ID, or Matricula Consular Card
- Please do not sign the document until in front of the notary. All people signing the document must be present. All signers must also record their signatures in the notary's journal.
- Notary services will only be provided in English. Documents being notarized must be written in English. A translator may not be used.
- Blank forms cannot be notarized. If a space on a form does not require an answer, please write "N/A" or cross out the space.
- Public documents such as birth certificates, death certificates, and marriage certificates cannot be copied and notarized.
- Offsite notarization will only take place at library-sponsored outreach events.
- Some documents require one or more witnesses. Ideally, a witness should personally know the person whose documents are being notarized and must not be party to any of the document's contents. Witnesses cannot be solicited from library patrons. Library staff can act as a witness if need be (but this service is not guaranteed).
- The following types of documents cannot be notarized at the library: Government I-9 forms, Apostilles, Deeds, Mortgages, Wills, Codicils, or Depositions.
- Notaries reserve the right to deny service.

Information to Be Recorded in Notary Journal

- The date and time of the notarization
- Each signer's name and signature
- Each witness' name and signature, if applicable
- Type of ID provided, ID number, who issued ID and when, and the expiration date
- Description of document being notarized
- Whether service was an acknowledgement, an oath/affirmation, or a jurat

Adopted by the Galesburg Public Library
Board of Trustees January 4, 2018
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