

Public Notary Policy Sherman Public Library District

The Sherman Public Library District offers free notary public service to the community. A public notary is generally available during daytime library hours Monday through Friday. Parties seeking public notary service should call the library to be certain a notary is available.

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 come before them for a specific purpose.

Notary service is provided to residents of the Sherman Public Library District or those non-residents who have a valid Sherman Public Library non-resident card.

Notaries cannot provide legal advice or counseling regarding the documents.

The Notary will only attest to documents signed in his/her presence. Do not sign the documents before coming into the library.

An ID with the patron's name and signature is required so that the notary can verify the presenter's identity.

Each person signing the document must be present at the time the document is signed and notarized.

NOTE: Recent state law requires the ID must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature. Examples of acceptable IDs are a valid state driver's license or ID card, a United States military ID, or valid passport.

Examples of unacceptable IDs are Social Security cards, a United States passport card or student IDs that do not bear a photographic image and signature.

The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than the signature line of the document, before appearing before the Notary. Library Notaries may not notarize any document with blank spaces.

A Notary cannot attest to true copies of passports, driver's licenses etc.

Notary Service is not available for Deeds, Mortgages, Wills, Living Wills, Living Trusts, Codicils, Depositions or Power of Attorney as these types of documents can require technical or legal knowledge that is beyond the scope of this free service.

In situations where a witness is required, the Library will not provide witnesses and witnesses may not be solicited from patrons using the library.

The Library Notary cannot notarize government I-9 forms, nor can they provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.

In accordance with Illinois Notarial Law, the Notary 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 his/her sole discretion decline to provide Notary Service.

Reviewed and approved _____

Julia Horton, President _____

Elizabeth Heubner, Secretary _____