



BERWYN PUBLIC LIBRARY

Notary Service Policy

The Berwyn Public Library offers free limited Notary Public services. It is recommended that all requestors seeking Notary Service call the Library prior to their visit to ensure that a Notary is available at that time. This service is provided on a first-come, first-served basis to any patron visiting the Library.

The following guidelines will apply for Notary Public Service:

- The requestor must provide the Notary with a valid, unexpired form of government issued identification such as:
 - Drivers License
 - State ID card
 - Military ID
 - Passport
- Library Notaries will notarize a total of 5 signatures per walk-in visit. If more than 5 is required, an appointment will be necessary.
- We cannot notarize:
 - Documents that are already signed (signatures must be witnessed by the Notary Public).
 - Documents that are not in English. Spanish notaries are available by appointment.
 - Real Estate documents or transactions.
 - Public documents which cannot be copied and notarized by law such as birth certificates, death certificates and marriage certificates.
 - We cannot “certify a copy” (verify that the reproduction of an original document is a true, complete and correct copy of the original). We can notarize your written affirmation that it is a true copy.
- The Library does not provide witnesses and witnesses may not be solicited from staff or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must present a valid, unexpired form of identification.
- Library Notaries are not permitted to make use of a translator to communicate with a Notary service customer.
- Notary Publics will not provide service if the requestor, document or circumstance of the request of the notary public services raises an issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Notary Public, at their sole discretion, may decline to provide notary public service.
- In accordance with Illinois law, Notaries will ask you to sign their Notary Public Record Book. We will not provide Notary service for patrons who decline to sign the Record Book.
- Library Notaries will only notarize documents in the Library building.