



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. Appointments are encouraged.

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:
 - Driver's License
 - State ID card
 - Military ID
 - Passport
 - Matricula card
- Library Notaries will notarize a total of 10 signatures per walk-in visit. If more than 10 is required, an appointment will be necessary.
- Documents will be notarized in English or Spanish only. For Spanish documents, you must call for an appointment.
- We cannot notarize:
 - Documents that are already signed (signatures must be witnessed by the Notary Public).
 - 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.
 - Any Real Estate transaction or conveyances.
- 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.

Approved by the Berwyn Public Library Board of Trustees February 19, 2019; revised October 18, 2021; revised March 20, 2023