



## Notary Service Policy March 2021

The Riverside Public Library offers free limited Notary Public services for the benefit of Riverside residents. Non-residents will be charged a \$1.00 fee per notary signature. 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. (708)442-6366.

The following guidelines will be followed in the provision of notary service:

- Notary service is provided on a first-come first-served basis and may not be available at all times.
- The requestor must provide the Notary with a valid form of photo identification, such as a current driver's license, military ID or passport.
- The Library provides only basic notary public services.
- Documents to be notarized must be in English.
- Notary Publics cannot certify true copies of Driver's Licenses or Passports.
- Notary service is not available for Mortgages or other Real Estate Closing documents.
- Certain public documents cannot be copies and notarized. Examples of these include birth certificates, death certificates and marriage certificates.
- The Library does not provide witnesses and witnesses may not be solicited from staff or customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Notary Publics will not provide service if the requestor, document or circumstance of the request for notary public services raises an issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Notary Public may, at their sole discretion, decline to provide notary public service.

Approved by the Riverside Public Library Board of Trustees 8/8/17  
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