



## Notary Service Policy

### July 2026

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

- Notary service is available by appointment. Requesting an appointment does not guarantee availability.
- 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 basic notary public services.
- A variety of documents, including real estate and immigration documents, cannot be notarized at the Library. A list can be found on our website.
- Federal law does not allow service via a translator.
- In accordance with both federal and Illinois law, users of notary services must sign the notary public book.
- Notaries cannot give legal advice or assist in document preparation.
- If you are signing on someone else's behalf, power of attorney (POA) documentation must be provided.
- 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.