

## NOTARY PUBLIC SERVICES

The Grayslake Area Public District offers free notary public services.

Patrons seeking notary service should call the Library at 847/223-5313 to ensure a notary is available for an appointment.

A valid ID with your signature is required so the notary can verify your identity. The ID must be issued by a state or federal government agency or consulate and must bear the photographic image of the individual's face and their signature. Examples of acceptable IDs are a valid state driver's license or ID card, a United States military ID (if it contains a signature), a valid passport or a Matrícula Consular de Alta Seguridad.

Notaries cannot provide legal advice or counseling regarding the documents. The notary will only attest to the signatures on documents signed in his/her presence. Availability of notary services is not guaranteed. Notary services are a courtesy provided by the Library, and not the notary's primary duty; therefore, the notary may ask the person(s) to wait, reschedule, or make an appointment.

It is the policy of this Library that notaries public employed by the Grayslake Area Public Library will not notarize any document of conveyance of residential property located in Cook County.

The person(s) who will be signing the documents must be sure the documents are completely filled out, leaving no blanks other than where the said person(s) will sign, before appearing before the notary. Library notaries will not be able to notarize any documents with blank spaces.

A notary public shall not take the acknowledgment of any person who is blind until the notary has read the instrument to such person.

Library notaries are not permitted to make use of a translator to communicate with a notary service patron.

In accordance with Illinois notarial law, notaries will not provide service if the patron's documents or the 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 will decline to provide notary service.

The Library provides notary service in accordance with the Illinois Notary Public Handbook, published by the Office of the Secretary of State, State of Illinois. This manual is available on the Secretary of State, State of Illinois' website. Library notaries will decline to provide notary service in situations that do not comply with the provisions of this manual.

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