

QUINCY PUBLIC LIBRARY NOTARY POLICY

Notary service is offered at Quincy Public Library as a service to the community. A public notary is almost always available during Library hours. The service is offered at the Reference Desk (under the “Ask Here” sign) and in the Library’s Administration Office.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of persons who comes before the notary for a specific purpose. Notaries do not have authority to provide legal advice unless he or she is also an attorney.

- Please do not sign your documents before you come to the library. We are required to see you sign your documents.
- Each person signing the document must be present for us to notarize each individual signature.
- A current ID with your signature is required so that we can verify your identity. PLEASE NOTE: State law requires the ID must be issued by a state or federal government agency and must bear the photographic image of the individual’s face and signature. Examples of acceptable IDs are a valid (unexpired) state driver’s license or ID card, a United States retired military ID, or valid (unexpired) passport.
- Examples of IDs we cannot accept are Social Security cards, a United States passport card (passbook), current military IDs, tribal IDs, or student IDs. The name on your current ID must be the same as or include more of the name on the document to be notarized. If it is not, a secondary form of identification with the accurate name may be required.
- If your document requires witnesses as well as your own signature and notarization, please bring with you a sufficient number of people willing to serve as your witness.
- If the Library is notarizing a document for someone without a current ID, a credible witness form must be provided. In order for the notary to sign the credible witness form, the witness must be personally known by the notary. This arrangement establishes a chain of personal knowledge such that there is a reduced potential for fraud.
- Any notarization that includes a transfer of assets, involves an exchange of money or property, or is a Power of Attorney will require a thumbprint as an ID in the notary journal in addition to a signature. A thumbprint will also be required for any notarization that is done for a minor by a parent or a notarization that is done for someone who is blind, deaf, or signs with a “mark.”
- Notaries at the Quincy Public Library cannot sign government I-9 forms, Cook County deeds, or immigration forms. We also cannot provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another, and must be obtained at a County Clerk’s office.
- Illinois law does not authorize a notary public to certify copies of any document. If you require a certified copy of a document, you must choose the correct instrument (provided by the notary), which will be completed and attached to your copy.
- Notaries at the Quincy Public Library cannot sign any documents or forms in a language they cannot read or otherwise understand.

- Notaries at the Quincy Public Library reserve the right to refuse to sign any document that they deem questionable and/or may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable IDs.

Quincy Public Library
Board of Trustees
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