



Alpha Park Public Library Notary Rules and Policy

Patrons are highly encouraged to contact the library to confirm a Notary is on duty before traveling to the library.

Rules for Service

Primaries and witnesses must be preset with a Federal or State issued identification that includes a photo before notarization takes place.

Notary services are free to Alpha Park Patrons, and community members.

Library staff will notarize up to three documents per person per day.

Library Staff who serve as a Notary will:

- Follow the notary laws of the State of Illinois
- Not give professional advice on legal matters pertaining to notarization or documents.
- Reserve the right to refuse notary service based on insufficient materials or poor documentation as outlined in the Illinois Notary Public Handbook.
- Library Notaries are not permitted to use a translator to communicate with a Notary service customer.

Library Staff may provide witnesses on a voluntary basis. The witnesses must provide identification or be known to the notary and the patron or customer.

Alpha Park Public Library will continually work to ensure an adequate number of staff members are Notaries. Associated costs of certification will be covered at the expense of Alpha Park Library to ensure patrons have access to this service.