

NOTARY POLICY

The Ida Public Library offers free notary public services as a courtesy.

Patrons seeking notary services should call the Library at 815.544.3838 to ensure a notary is available. Notary services are not guaranteed.

A current valid ID with your signature is required to 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.

Notaries cannot provide legal advice or counseling regarding documents. The notary will only attest to witnessing the signature on the documents signed in their presence.

The Library will not provide witnesses, and witnesses may not be solicited from others within 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 a valid photographic identification.

Library notaries are not permitted to make use of a translator to communicate.

The Library provides notary service in accordance with the Illinois Notary Public Handbook.