

Dunlap Public Library District

Notary Service Policy

Adopted 23 September 2019

Reviewed 23 October 2023

1. Notary Public service is available to library patrons. Dependent on availability of Notary, users must contact library to confirm that a registered Notary is on duty.
2. The Library reserves the right to charge for Notary services.
3. Library Staff who serve as a Notary will:
 - a. Follow the notary laws of the State of Illinois.
 - b. Not give professional advice on legal matters pertaining to notarizing signatures.
 - c. Reserve the right to refuse notary service at any time.
 - d. Not notarize signatures on real estate documents or transactions.