



Stickney-Forest View
Public Library District

"A Welcoming Place Offering A Sense of Community"

6800 West 43rd Street
Stickney, IL 60402
Phone: 708.749.1050
Fax: 708.748.3828

(Adopted February 2014; revised March 2015; revised July 2017; revised October 25, 2023; revised May 28, 2025)

NOTARY POLICY

The Stickney-Forest View Public Library District offers free Notary Public services for the benefit of our residents. Walk-ins are welcome, but it is recommended that patrons call first to ensure the presence of a Notary as Notaries are not always available. Appointments are accepted.

A valid photo identification is required of any person seeking Notary services.

Documents will be notarized in English only, unless a Spanish speaking notary is available on staff.

We cannot notarize:

- Documents that are already signed – signatures must be witnessed by the Notary Public
- Public documents which cannot be copied and notarized by law such as birth, death or marriage certificates.
- We cannot "certify a copy" (verify that the reproduction of an original document is a true, complete and correct copy of the original.
- Any real estate transactions or conveyances.
- I-9 forms

Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or Notarize documents in which they have a personal interest.

The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the person needing the service of the Notary. This individual must also provide valid photo identification.

Patrons requiring special accommodations must schedule an appointment with the Library for Notary service.

Notaries will not provide service if the person, the document, or any circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library. Should a problem arise, the Notary may at his/her sole discretion decline to provide service.

Notary service 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 while the Notary attends to



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patrons or other Library matters. Notary service is not available in the 15 minutes prior to the time of Library closing. Library Notaries will only notarize documents in the Library Building.