



## VILLAGE NOTARY POLICY

**From:** Kevin Timony, Village Manager

**Date:** February 21, 2023

**Re:** Revised Notary Policy - 2023

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### Purpose of Notary Service

The purpose of notarization is to prevent fraud and forgery. A notary is an unbiased witness to verify the identity of a person signing an official document. Notaries will not provide legal advice or counseling regarding documents.

### Village Notary Service Restrictions

The notary service provided by the Village is limited. The Village notary service is provided as a convenience to residents. A specialized notary will be needed for many types of legal and technical documents. The Village notaries are instructed to refer residents to another notary if they are not 100% sure that a particular document may be notarized at Village Hall.

The Village is **not able to notarize** the following types of documents:

- Documents related to property transactions (deeds, mortgages, loans, etc.)
- Documents related to transfer of wealth (wills, trusts, etc.)
- Village forms and applications. The Village notaries are not permitted to notarize documents for programs / actions that they are responsible for administering.
- Federal I-9 (employment eligibility verification form)
- Secretary of State Apostille forms (certifies that a document from one country may be considered valid in another)
- Certified copies of documents (must be certified by the holder/issuer of the document)

The Village of Vernon Hills reserves the right to refuse notary service at any time. All patrons using the Village notary services agree to hold the Village notary and the Village of Vernon Hills harmless from and against any and all claims and damages arising out of and resulting from any and all errors and omissions in the terms and conditions incorporated in the documents executed by the patron and from and against any and all claims and damages arising out of or resulting from any dissemination, distribution and copying of communication in any form between the patron and any other person or entity by any unauthorized person or persons.

## Village of Vernon Hills Notary Requirements

Please note the following requirements:

- **Notary must observe all signatures.** Document must be signed in front of the notary. If there are multiple signatures, such as a witness, each person signing the document must be present and provide identification for the Village to notarize each individual signature.
- **Blank forms will not be notarized.** Documents must be complete. Village notaries may not notarize any document with blank spaces.
- **Notary must be able to read and understand document.** Document must be in a language in which the individual notary is proficient. The notary and the patron seeking notarization must be able to communicate directly with each other. The Village notary is not permitted to make use of a translator to communicate with a notary service customer.
- **Photo ID with Signature is Required.** Identification must be provided to the notary, and shall meet the following criteria: (1) issued by a State or Federal agency; (2) current / not expired; (3) photo AND signature must be on the ID.
  - **Acceptable IDs:** valid State driver's license, valid State ID card, US military ID card, current passport.
  - **Unacceptable IDs:** any expired ID, Social Security card, passport card, student ID without photo/signature.
- **Witnesses must be present.** A witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification. The Village will not provide witnesses and witnesses may not be solicited from customers of the Village of Vernon Hills.

## Duties of the Notary

- A notary commission is personal to the notary public. Village staff who serve as a notary public shall follow the notary laws of the State of Illinois and must adhere to the highest standards of competence and responsibility in providing notary public services.
- Notaries will not provide service if the customer, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the notary. In this event, the Village notary may at his/her sole discretion, decline to provide notary service.
- The Village notary shall maintain an accurate notary journal of all notarial acts they perform.