



Vernon Township Public Notary Services Policies

Vernon Township offers free limited notary services for basic acknowledgement and affirmation signatures to Township residents. Notary services may not always be available, the Township Administrative building is open to the public and notary service is not guaranteed. Residents seeking notary service should call the Township at (847) 634-4600 prior to their visit to ensure a notary is available.

Notary services are a courtesy provided by the Township and not the notary's primary duty; therefore, the notary may ask the patron(s) to wait while the notary attends to residents at the counter, answers a telephone call, or tends to other Township business. Notary service is provided on a first-come, first-serve basis.

The purpose of notarization is to prevent fraud and forgery. A notary acts as an official and unbiased witness to the identity of person(s) who comes before the notary for a specific purpose. Notaries will not provide legal advice or counseling regarding your documents.

Notary service is **NOT** available for deeds, mortgages, wills, living wills, living trusts, codicils, or depositions, as these types of documents can require technical or legal knowledge that is beyond the scope of this free service. In addition, we **CANNOT** provide notary service for documents of conveyance of real estate, mortgages, other real estate loans, documents or transactions or property transfers, including but not limited to refinancing or other types of real estate loans, purchases, sales, beneficial interests in land trusts and deeds.

Please review the following information to use our notary services:

- Please **DO NOT** sign your documents before you come to the Township. We are required to see you sign your documents. The Notary will only attest to documents signed in their presence.
- Each person signing the document must be present for us to notarize each individual signature. The notary public shall never notarize any signature without the maker of the signature first appearing personally before the notary.
- The person who will sign the document must be sure that the document is filled out, leaving no blanks other than where the patron will sign the document, before appearing before the notary. Township notaries may not notarize any document with blank spaces.
- Documents in any other language other than English or Spanish will not be notarized at the Township.
- This policy requires that the notary and the patron seeking notarization be able to communicate directly with each other. The Township notary is not permitted to make use of a translator to communicate with a notary service customer.
- A current ID with your signature is required so that we can verify your identity.
- **PLEASE NOTE:** the ID must be issued by a state or federal government agency and must bear the photographic image of the individual's face and signature.

- Examples of acceptable IDs are a valid (unexpired) state driver's license or ID card, a United States military ID, valid (unexpired) passport, or consular ID card.
 - Examples of unacceptable IDs are: Social Security cards, United States passport card, or student IDs that do not bear a photographic image and/or signature.
- Notaries at Vernon Township reserve the right to refuse to sign any document that they deem questionable and/or may refuse to perform notary services when the identity of the person requesting notarization has not been positively established using acceptable IDs.
- If your document requires witnesses as well as your own signature and notarization, please bring with you a sufficient number of people willing to serve as your witness. In situations where a witness is required, the Township will not provide witnesses and witnesses may not be solicited from customers of Vernon Township. In order to serve as a witness, the witness must personally know the individual whose document is being notarized and must be in possession of valid photo identification.
- Notaries of Vernon Township cannot sign government I-9 forms, nor can we provide an Apostille. An Apostille is a form that certifies the authenticity of a document that is issued in one country to be used and considered valid in another.
- Illinois law does not authorize a notary public to certify copies of any document. Persons requesting certified copies of documents will be referred to the official who has custody of the original document or to the office where the document has been officially filed.
- A notary commission is personal to the notary public. Township 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 Township notary may, at their sole discretion, decline to provide notary service.
- The Township notary shall correctly maintain a notary journal of all notarial acts they perform.
- Vernon Township reserves the right to refuse notary service at any time.
- In consideration of using the free notary services of the Township, the patron using the Vernon Township notary services must agree to hold the Township notary and Vernon Township 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 any communication in any form between the patron and any other person or entity by any unauthorized person or persons.