

VERNON HILLS - NOTARY SERVICE

- ❖ Hours: 8:30 am - 4:30 pm. A small number of employees are notaries. Service not always available.
- ❖ This is a courtesy service. You may have to wait for the notary to finish helping another customer.
- ❖ Notary verifies signatures only. **Do not sign before visit.**
 - Notary will not verify your signature if you sign documents in advance.
- ❖ Each person signing the documents must be present with a valid driver's license/State ID – with signature.
 - **Village of VH does not provide witnesses.** Witnesses must be provided by requester and present a valid driver's license/State ID with signature.
- ❖ All documents must be read/filled out correctly prior to visit.
 - Notary will **not** notarize anything with blank spaces.
- ❖ Documents must be in English, unless notary is proficient in another language¹.
- ❖ Notaries are instructed to refer customer to another location if not 100% certain that the document may be notarized at Village Hall. See below for prohibited document types.
- ❖ Village notary is **not permitted** to notarize following document types: I-9 employment eligibility forms, Power of Attorney, Wills, Real Estate transactions, Village forms, apostille forms (verifying document is valid in another country), and certain other legal documents (at the discretion of the Village)
- ❖ Certified document copies must be obtained at the office where the document originated.

OTHER LOCATIONS WITH NOTARY SERVICE – CALL IN ADVANCE

* **ASPEN LIBRARY – 701 ASPEN-VH**
SCHEDULE ONLINE  
847-362-2330

* **VERNON TOWNSHIP**
(Not avail 12-1PM, walk-in)
847-634-4600 - 3050 MAIN – BUFFALO GROVE

* **LIBERTYVILLE TOWNSHIP (Call in advance)**
847-816-6800 – 359 MERRILL CT – LIBERTYVILLE

* **VERY LIMITED IN NOTARY CAPABILITIES**
Call in advance to inquire

The VH Post Office and VH Currency Exchange do not provide notary services.

FED EX – E-NOTARY (ONLINE ONLY)
800-463-3339 – Starts at \$25.00 

UPS
288 HAWTHORN
VILLAGE COMMONS - VH
224-513-5383 - \$5.00 per signature

BANKS WILL ONLY NOTARIZE IF A MEMBER/CUSTOMER
CONTACT YOUR BANKING INSTITUTION TO INQUIRE
Local Banks

Bank of America: 515 Townline – (847) 816-0650
US Bank: 175 Milwaukee – (847) 955-0011

LIBERTYVILLE CURRENCY EXCHANGE
1002 MILWAUKEE AVE – LIBERTYVILLE
(847) 362-4000 9a-7p: Call in advance for fees

PLEASE BE ADVISED: Patrons using the Village notary services agrees 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.

¹ Notary and customer must be able to communicate directly without the use of a translator.