



The Journal: One of your best protections.

A special webinar presentation by the
NATIONAL NOTARY ASSOCIATION



Journal of Notarial Acts

A journal is required by law in many states.

Virtually all states recommend keeping a journal of all notarial acts.

Sound business practice.

Protects the Notary from unwarranted accusations of misconduct.



Questions we will address today

Why should I use a journal?

What information should be entered in the journal?

How long should I keep the journal?



Journal of Notarial Acts

- Your journal provides a detailed record that will protect you and your signer.
- Many states required a journal and detail what must be recorded about notarization.
- Virtually all states recommend the use of a journal or to keep some type of record.
- Journal should have bound, numbered pages.
- Record notarial acts chronologically.



States Requiring Journals



TN: Required if Notary charges a fee

DE+VA: Required for eNotarizations



Journal Entries

Date and Time of Notarial Act

Type of Notarial Act

Address Where Notarization Performed

Document Kind or Type / Date



Journal Entries

Name and Address of Signer

Identification of Signer



Identification of Signer

Identification of Signer

- Personally Known by the Notary
- ID Cards — Describe each card below
- Credible Witness(es) — Include signature of each witness

NY DL #020 111 555

expires December 11, 2013



Identification of Signer by Credible Witness

Identification of Signer	Additional Information
<input type="checkbox"/> Personally Known by the Notary <input type="checkbox"/> ID Cards — Describe each card below <input checked="" type="checkbox"/> Credible Witness(es) — Include signature of each witness	
<i>Wendy McNulty</i>	
(or ID info)	



Journal Entries

Additional Information

Notary Fee

Signature of Signer

Right Thumbprint of Signer

- Not permitted in some states



Journal of Notarial Acts

Employer may inspect and request copies of business related entries in the Notary's presence.

Keep journal in locked and secured area under Notary's control only.

Never surrender journal to anyone unless subpoenaed by court order.

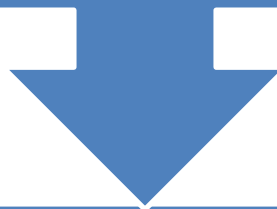
Journal stays with Notary upon termination of employment.

Depending on state laws, commissioning authority should be notified if lost, stolen or damaged.



Journal Disposition

Notary may be responsible to turn in journal to a designated official or agency.



When state law does not address disposal, recommended to safeguard each journal for ten (10) years from date of last entry.



Conclusion

Journal can provide valuable evidence if notarized document is lost or stolen.

Record acts chronologically .

Each notarization should have its own entry.

In some states, ditto marks and signing on a diagonal line are acceptable shortcuts.

Always complete journal entry BEFORE you complete the Notary certificate.

Journal is exclusive property of Notary regardless of who paid for it.

Documentation in journal will protect Notary from liability.



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Q & A

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Thank you for joining us

National Notary Association

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