The Journal: One of your best protections.

A special webinar presentation by the NATIONAL NOTARY ASSOCIATION
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

Name and Address of Signer

Identification of Signer
Identification of Signer

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- **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

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<th>Identification of Signer</th>
<th>Additional Information</th>
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<td>- Credible Witness(es) — Include signature of each witness</td>
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Wendy McNulty
(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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Thank you for joining us

National Notary Association

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