



Deidre M. Henderson  
LIEUTENANT GOVERNOR

# Notary Journals Required Beginning May 6, 2026

A notary who receives a commission on or after May 6, 2026 is required to keep a journal. This includes notaries who renew their commission after May 6, 2026.

## 6 Things to Know About Keeping a Notary Journal

1. A journal is a physical journal of notarial acts performed by the notary, organized chronologically. Only remote online notarizations may be recorded in an electronic journal.
2. A notary is responsible for keeping their journal in a secure location.
3. A notary's journal must contain an entry for every:
  - a. Notarization performed by the notary.
  - b. Refusal by the notary to perform a notarization.
  - c. Inspection of a journal entry allowed by the notary.
4. Journals may be viewed under court order or by law enforcement. Additionally, anyone may request to view a journal entry if they provide the following information about the entry:
  - a. The type of notarization.
  - b. The title or a description of the notarized document.
  - c. The month and year of the notarization.
  - d. The name of the signer.
5. Journals must be kept by the notary for 10 years after the last recorded act, even if the individual is no longer a notary. After 10 years, the journal must be destroyed.
6. A notary who is employed by an attorney, law firm, or title agency is not required to record notarizations performed as a part of their job in a journal. Any records of such notarizations are not subject to disclosure.

## What to Record in a Journal Entry

- The date and time of the notarization.
- The type of notarization performed.
  - Jurat,
  - Signature Acknowledgement,
  - Signature Witnessing, OR
  - Copy Certification.
- The title or a description of the document being notarized.
- An indication of the satisfactory evidence of identity used.
  - If an ID was used:
    - Identification type.
    - The issuing agency.
    - The last four digits of the ID number.
    - The issuing date.
    - The expiration date (Notaries can only accept unexpired IDs).
  - If a credible individual was used:
    - An indication of the administered oath.
    - A statement that the credible individual personally knows the notary or the person that the notarization is performed for.
    - The printed name and address of the credible individual.
    - The signature of the credible individual.
    - The required information about the credible individual's ID.
- An indication of an oath or affirmation, if one was administered.
- The signature, printed name, and address of the signer.
- The fee, if one was charged.

