

18 NCAC 07B .0431 FORM FOR NOTARY REPORTABLE INCIDENTS

The form for a notary public notifying the Department of reportable incidents pursuant to 18 NCAC 07D .0310 requires:

- (1) the notary's commission name and commission number;
- (2) how the notary discovered the reportable incident;
- (3) the date of the last notarization performed by the notary before the reportable incident occurred or was discovered;
- (4) the date on which the notary discovered the reportable incident regarding the notary's physical seal, electronic seal, signature, journal, notarial records, or communication technology recording;
- (5) the date on which the reportable incident occurred, if different from the date of discovery;
- (6) the date on which the notary reported to:
 - (a) the Register of Deeds, and the county of that Register of Deeds; and
 - (b) law enforcement, if applicable, including the name of the law enforcement agency and a copy of the law enforcement report if available;
- (7) any other information that the notary believes may be useful to the Department in assessing the reportable incident; and
- (8) the notary's signature and the date of the report to the Department.

History Note: Authority G.S. 10B-4; 10B-36; 10B-125(b); 10B-126(d); 10B-134.21; Eff. July 1, 2025.