

18 NCAC 07I .0302 CONTENTS OF JOURNAL

Notaries public who maintain a journal in compliance with the rules in this Chapter shall enter the following information in the journal for each notarial act:

- (1) the date and time at the notary's location that the notarial act occurs;
- (2) the name of each principal and designee, if any;
- (3) the type and mode of notarial act performed;
- (4) the title of the document notarized, if any;
- (5) how the identity of each principal was determined;
- (6) if satisfactory evidence of the principal's identity was presented:
 - (a) the type of satisfactory evidence;
 - (b) the addresses of each principal:
 - (i) as shown on any documents used as satisfactory evidence; and
 - (ii) the address as stated by the principal if the principal indicates the address on the documents used as satisfactory evidence is incorrect;
 - (c) where the satisfactory evidence was based on the sworn statement of a credible witness in a traditional or in-person electronic notarial act:
 - (i) the name of the credible witness;
 - (ii) the contact information of the credible witness;
 - (iii) the signature of the credible witness in a traditional notary's journal; or
 - (iv) the signature of the credible witness has been added to the electronic journal by the notary;
- (7) the signature of each principal as specified in Rule .0404 of this Subchapter;
- (8) the address of the designee, if any;
- (9) information required by 18 NCAC 07D .0203 for any fees charged; and
- (10) designation of each notarial act as employer-related or non-employer related if the journal includes both categories of notarial acts and which employer the notarial act is related to, if any.

*History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;
Eff. July 1, 2024;
Amended Eff. July 1, 2025.*