

## **18 NCAC 07J .1019      CONTENTS OF SESSION RECORD LOG**

A session record log shall include:

- (1) the session record identifier;
- (2) the time and date that the session:
  - (a) started; and
  - (b) ended;
- (3) whether a session record was created;
- (4) the name of the notary public exactly as it appears on the notary's commission certificate;
- (5) whether the notarial act was performed for the notary's employer, and the name of the employer, if applicable;
- (6) the types of notarial acts performed during the notarial session as defined in G.S. 10B-3(11);
- (7) whether the notarial act was:
  - (a) an electronic notarial act; or
  - (b) a remote electronic notarial act:
    - (i) pursuant to G.S. 10B-134.9(d) for which no electronic journal entry is made; or
    - (ii) other remote electronic notarial act pursuant to Article 4A of Chapter 10B of the General Statutes;
- (8) the IP address of the device used by the notary in the notarial transaction;
- (9) for each principal in the notarial transaction:
  - (a) the principal's name as it appears on the credentials presented for credential analysis;
  - (b) the IP address of the primary device used by the principal to enter the communication technology of a platform used in the notarial transaction; and
  - (c) the principal's location:
    - (i) as determined by geolocation, if available; or
    - (ii) as entered by the notary if self-attestation is used as the means of verifying the principal's location;
- (10) the notary's count of the oaths or affirmations administered by the notary without principal signatures;
- (11) the platform's count of the number of notarial acts for which the notary's electronic signature or seal were applied;
- (12) whether the platform facilitated payment to the notary, and if applicable:
  - (a) the name of the person making the payment;
  - (b) the method of payment:
    - (i) ACH;
    - (ii) credit card; or
    - (iii) other electronic method;
  - (c) the name of the financial institution; and
  - (d) the last four digits of the account number used; and
- (13) the date on which the session record was deleted.

*History Note: Authority G.S. 10B-4; 10B-106; 10B-125(b); 10B-126; 10B-134.15; 10B-134.17; 10B-134.19; 10B-134.21; 10B-134.23; Eff. July 1, 2025.*