18 NCAC 07J .1005 SESSION IDENTIFIER

A depository shall establish a session identifier for each notarial session or supplemental journal entry by concatenating the following numbers, with no separation or punctuation:

(1) the four-digit identifying number assigned to the authorized depository by the Department;

(2) the 12 digit commission number of the notary public who performs notarial acts during the session, padded with leading zeros as necessary;

(3) the eight-digit date on which the session occurred, comprised of the following numbers in the order listed:

  (a) the four-digit calendar year;

  (b) the two-digit month; and

  (c) the two-digit day; and

(4) a seven-digit sequential session number that is assigned by the depository and that:

  (a) begins with number 0000001 on the first day of the calendar year; and

  (b) ends with the last sequential number for sessions in that same calendar year.

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.