

Your Notary Journal

A journal is a vital tool you can use for reference in the event a complaint is filed against you or you are called to testify to the details of a notarial ceremony.

A notary journal is not required by law; however, it is strongly suggested that you use one. A notary journal can be purchased at any office supply store or online.

A journal allows a notary to record information about a notarial ceremony in real time, including:

1. The date and time of the notarial act;
2. The type of document involved in the transaction;
3. The type of notarial act performed;
4. The name and address of the signer and witnesses, if applicable;
5. The signature of the person(s) who signed the document;
6. A description of the method used to identify the signer(s);
7. The fee, if any, charged by the notary; and
8. The reasons the notary did not complete or refused to perform a notarial act or additional questions the notary asked the signer, if applicable.

Date & Time	Type of Document	Notarial Act	Name and Address	Signature	Identification Type	Fee	Notes
January 1, 2022	Notary Application	Oath of Office	Jane Doe	<i>Jane Doe</i>	RI Drivers License	No Fee	None
12:00pm			148 West River Street Providence, RI 02904				
1	2	3	4	5	6	7	8

A NOTARY JOURNAL SHOULD NOT BE:

- A notebook
- Copies of the signer's documents or identification
- Used by anybody but the commissioned notary

Notaries who use a journal of notarial acts should retain the journal for seven years.