



# AMERICAN SOCIETY OF NOTARIES

## DISTRICT OF COLUMBIA

### RECORDBOOK—REQUIRED

#### **State-Specific Recordbook Requirements - Revised October 2009**

ASN recommends that ALL notaries use a recordbook of notarial acts. Notaries in several states are required to use a recordbook (also called a register or journal). Please review the following statutes as your state either requires the use of a recordbook OR has specific guidelines you must adhere to if you choose to use a recordbook (if not required by state law). You may print this document for your records.

#### **DISTRICT OF COLUMBIA CODE TITLE 1 CHAPTER 12 – NOTARIES PUBLIC**

##### **1-1211. Record of official acts; certified copies.**

Each notary public shall keep a fair record of all his official acts, except such as are mentioned in 1-1210, and when required, shall give a certified copy of any record in his office to any person upon payment of the fees therefor.

##### **1-1212. Copy of record as evidence.**

The certificate of a notary public, under his hand and seal of office, drawn from his record, stating the protest and the facts therein recorded, shall be evidence of the facts in like manner as the original protest.

##### **1-1215. Custody of records and official papers upon death, resignation, and removal from office.**

Upon the death, resignation, or removal from office of any notary public, his records, together with all his official papers, shall be deposited in the Office of the Mayor of the District of Columbia or his designated agent.