



AMERICAN SOCIETY OF NOTARIES

MAINE

RECORDBOOK—NOT REQUIRED
(ONLY required by law when performing a marriage ceremony)

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.

Title 19-A: DOMESTIC RELATIONS Part 2: MARRIED PERSONS Chapter 23: MARRIAGE Subchapter 1: GENERAL PROVISIONS

§654. Record of marriages

1. Copy—Every person authorized to unite persons in marriage shall make and keep a record of every marriage solemnized by that person in conformity with the forms and instructions prescribed by the State Registrar of Vital Statistics pursuant to Title 22, section 2701.

MAINE REVISED STATUTES Title 4: JUDICIARY Chapter 19: NOTARIES PUBLIC

§955-B. Maintenance of records

The Secretary of State shall recommend that every notary public keep and maintain records of all notarial acts performed. The notary shall safeguard and retain exclusive custody of these records. The notary may not surrender the records to another notary or to an employer. The records may be inspected in the notary's presence by any individual whose identity is personally known to the notary or is proven on the basis of satisfactory evidence and who specifies the notarial act to be examined.

§956. Resignation or removal; deposit of records

The Secretary of State shall recommend that, on the resignation or removal from office of any notary public, the notary's records be transferred to the custody of the State Archivist.

§957. Injury or concealment of records

Whoever knowingly destroys, defaces or conceals such record forfeits not less than \$200 nor more than \$1,000, and is liable for damages to any person injured in a civil action.