



AMERICAN SOCIETY OF NOTARIES

MARYLAND

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.

ANNOTATED CODE OF MARYLAND STATE GOVERNMENT ARTICLE TITLE 18 – NOTARIES PUBLIC

§ 18-107. Register; certified copies of record.

A notary public shall keep a fair register of all protests and other official acts done by the notary in virtue of the notary's office and shall, when required, give a certified copy of any record in the notary's office to any person applying for the record on payment of the usual fees for the certified copy by the person applying for it.

LEGAL RESPONSIBILITIES FROM THE SECRETARY OF STATE'S WEB SITE:

A notary must maintain a registry of all notarial acts performed. Registries should be retained for at least five years. This requirement serves to protect the notary public and as a record of the notary's official acts. Please note that Maryland law requires that you record every official act you perform as a notary public in your registry.