



AMERICAN SOCIETY OF NOTARIES

MICHIGAN

RECORDBOOK—NOT 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.

MICHIGAN NOTARY PUBLIC ACT ACT 238 OF 2003

55.295 Request by Secretary of State; failure to respond. Sec. 35.

- (1) Upon receiving a written or electronic request from the secretary, a notary public shall do all of the following as applicable:
- (a) Furnish the secretary with a copy of the notary public's records that relate to the request.
 - (b) Within 15 days after receiving the request, respond to the secretary with information that relates to the official acts performed by the notary public.
 - (c) Permit the secretary to inspect his or her notary public records, contracts, or other information that pertains to the official acts of a notary public if those records, contracts, or other information is maintained by the notary public.
- (2) Upon presentation to the secretary of satisfactory evidence that a notary public has failed to respond within 15 days or another time period designated under this act to a request of the secretary under subsection (1), the secretary may notify the notary public that his or her notary public commission is suspended indefinitely until he or she provides a satisfactory response to the request.

55.313 Maintenance of records. Sec. 53.

A person, or the personal representative of a person who is deceased, who both performed a notarial act and created a record of the act performed while commissioned as a notary public under this act shall maintain all the records of that notarial act for at least 5 years after the date of the notarial act.