



AMERICAN SOCIETY OF NOTARIES

NEVADA

RECORDBOOK—REQUIRED

State-Specific Recordbook Requirements - Revised November 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.

NRS 240.120—Journal of notarial acts: Duty to maintain; contents; verification based upon credible witness; copy of entry; period of retention; report of loss or theft; exceptions.

- (1) Each notary public shall keep a journal in his office in which he shall enter for each notarial act performed, at the time the act is performed:
 - a. The fees charged, if any;
 - b. The title of the document;
 - c. The date on which he performed the service;
 - d. The name and signature of the person whose signature is being notarized;
 - e. A description of the evidence used by the notary public to verify the identification of the person whose signature is being notarized;
 - f. An indication of whether he administered an oath; and
 - g. The type of certificate used to evidence the notarial act, as required pursuant to [NRS 240.1655](#).
- (2) If the notary verifies the identification of the person whose signature is being notarized on the basis of a credible witness, the notary public shall:
 - a. Require the witness to sign the journal in the space provided for the description of the evidence used; and
 - b. Make a notation in the journal that the witness is a credible witness.
- (3) The journal must:
 - a. Be open to public inspection.
 - b. Be in a bound volume with preprinted page numbers.
- (4) A notary public shall, upon request and payment of the fee set forth in [NRS 240.100](#), provide a certified copy of an entry in his journal.
- (5) A notary public shall retain each journal that he has kept pursuant to this section until 7 years after the date on which he ceases to be a notary public.
- (6) A notary public shall file a report with the Secretary of State and the appropriate law enforcement agency if his journal is lost or stolen.
- (7) The provisions of this section do not apply to a person who is authorized to perform a notarial act pursuant to paragraph (b), (c) or (d) of subsection 1 of [NRS 240.1635](#).

NRS 240.143—Unlawful possession of certain personal property of notary public.

- (1) The following items are the personal property of a notary public:
 - a. His official stamp;
 - b. His journal; and
 - c. His certificate of appointment.

(2) It is unlawful for a person who comes into possession of the official stamp, journal or certificate of appointment of a notary public to withhold such an item from the notary public, whether or not the person provided the notary public with the money to acquire the item.

NRS 240.147—Unlawful destruction, defacement or concealment of notarial record.

(1) It is unlawful for a person to knowingly destroy, deface or conceal a notarial record.

(2) As used in this section, “notarial record” means:

- a. The journal that a notary public is required to keep pursuant to [NRS 240.120](#); and
- b. A document or other evidence retained by a notary public to record the performance of a notarial act.