



AMERICAN SOCIETY OF NOTARIES

RHODE ISLAND

RECORDBOOK—NOT REQUIRED
(Recommended by the 2009 Standards of Conduct)

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.

RHODE ISLAND—2009 STANDARDS OF CONDUCT FOR NOTARIES PUBLIC

Section 2: Definitions

(f) “Journal of Notarial Acts” or “Journal” shall mean a permanently bound book that creates and preserves a chronological record of notarizations performed by a notary public.

Section 3: Scope and Description of Duties

(e) Each notary public should develop and adhere to his or her own “standard operating procedure” when notarizing instruments. This will benefit the notary if he or she is ever required to testify as how a particular instrument was notarized. A notary may find the use of a “journal of notarial acts” to be a beneficial tool. Notaries electing to use a “journal of notarial acts” should as a manner of good practice record the following:

- (1) the date and time of the notarial act, proceeding or transaction;
- (2) the type of notarial act;
- (3) the type, title or a description of the document, transaction or proceeding. If multiple documents are signed by the same principal in the course of a transaction or during a single date (i.e. real estate closings, mortgage discharges, state laboratory drug analysis certificates, etc.), a single journal entry shall be sufficient;
- (4) the signature, printed name and address of each principal and witness;
- (5) description of the satisfactory evidence of identity of each person including:
 - (i.) a statement that the person is “personally known to me;” or
 - (ii.) a notation of the type of identification document, the issuing agency, its serial or identification number and its date of issuance or expiration;
 - (l.) If the identification number on the document is the person’s Social Security number, instead of including the number, write in the words “Social Security number” or the acronym “SSN;” or
 - (iii.) a notation if the notary public identified the individual on the oath or affirmation of a credible witness or based on the notary’s personal knowledge of the individual;
- (6) the fee, if any, charged for the notarial act; and
- (7) the address where the notarization was performed.
- (8) A notary public should record in the journal the circumstances for not completing a notarial act.

A notary public should not record a Social Security or credit card number in the journal.

Section 9: Notification of Resignation or Death

(c) If a notary public dies during the term of his or her commission, the notary's personal representative, as soon as reasonable practice after death, should notify the Office of the Secretary of State of the death in writing by any means that provides a tangible receipt or acknowledgment, including certified mail and electronic transmission. The notary's personal representative should also comply with Section 10 of this document.

Section 10: Duties at the End of Commission

When a notary public commission expires, is resigned, or is revoked, the notary should:

- (a) As soon as reasonably practicable, destroy or deface all notary seals or stamps so that they may not be used; and
- (b) If the notary public elected to use a "journal of notarial acts" as a matter of good practice, the notary should retain the journal and records for 7 years after the date of expiration, resignation, or revocation.