



AMERICAN SOCIETY OF NOTARIES

TENNESSEE

RECORDBOOK—REQUIRED
(Required **ONLY** when charging a fee)

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.

TITLE 8—PUBLIC OFFICERS AND EMPLOYEES CHAPTER 16 – NOTARIES PUBLIC PART 1 • QUALIFICATIONS

8-16-118. Recording fee.

A fee of one dollar (\$1.00) and no more is allowed to a notary public for recording in a well-bound book, to be kept by such notary for the purpose, each of the notary's attestations, protestations, and other instruments of publication.

TITLE 24—EVIDENCE AND WITNESSES CHAPTER 5 – PRESUMPTIONS

24-5-103. Notary's certificate as to notice of dishonor.

The certificate of a notary public in or on the notary's protest, that such notary public has given the parties to negotiable paper notice of the dishonor, is prima facie evidence of the facts stated in the certificate; and, in like manner, entries in such notary public's books to the same effect are prima facie evidence, in case of the notary's death, of the facts therein stated.

FROM SECRETARY OF STATE'S ONLINE NOTARY PUBLIC HANDBOOK

POWERS, DUTIES, FEES, RECORDS, AND LIABILITIES

Records. In order to charge the statutory fee, a notary must keep a record in a well-bound book of each of his or her attestations, protestations, and other instruments of publication. A record of fees received should also be kept for income tax records. It is recommended that every notary keep a record of his or her acts in a well-bound book, which should include:

1. The date of the acknowledgement, affidavit or other transaction;
2. The name of the person whose signature is being notarized;
3. To whom the instrument is being executed;
4. A description, including the date, of the instrument;
5. Whether the person whose signature was notarized was a personal acquaintance or what proof was shown prior to notarizing the signature (see definition of "satisfactory evidence", discussed later); and
6. What fee, if any, was received.