



# AMERICAN SOCIETY OF NOTARIES

## UTAH

### 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.

#### **Utah Code—Title 46**

#### **Chapter 01—Notaries Public Reform Act**

##### **Section 13 Journal may be kept.**

##### **46-1-13. Journal may be kept.**

A notary may keep, maintain, and protect as a public record, and provide for lawful inspection a chronological, permanently bound official journal of notarial acts, containing numbered pages.

##### **Section 14 Entries in journal.**

##### **46-1-14. Entries in journal.**

(1) For every notarial act, the notary may record the following information in the journal at the time of notarization:

- (a) the date and time of day of the notarial act;
- (b) the type of notarial act;
- (c) a description of the document or proceeding;
- (d) the signature and printed name and address of each person for whom a notarial act is performed;
- (e) the evidence of identity of each person for whom a notarial act is performed, in the form of:
  - (i) a statement that the person is "personally known" to the notary;
  - (ii) a description of the identification document, its issuing agency, its serial or identification number, and its date of issuance or expiration; or
  - (iii) the signature and printed name and address of a credible witness swearing or affirming to the person's identity; and
- (f) the fee, if any, charged for the notarial act.

(2) A notary may record in the journal the circumstances in refusing to perform or complete a notarial act.

##### **Section 15 Inspection of journal -- Safekeeping and custody of journal.**

##### **46-1-15. Inspection of journal -- Safekeeping and custody of journal.**

If a notary maintains a journal, the notary shall:

- (1) safeguard the journal and all other notarial records as valuable public documents and may not destroy the documents; and
- (2) keep the journal in the exclusive custody of the notary, not to be used by any other notary or surrendered to an employer upon termination of employment.

