

1 18 NCAC 07F .0101 is amended as published in 38:04 NCR 197 as follows:

2
3 **18 NCAC 07F .0101 SCOPE**

4 ~~(a) The rules in this Subchapter implement G.S. Chapter 10B, Article 2, of the General Statutes, the Electronic Notary~~
5 ~~Act, and G.S. 47-16.1. Act.~~

6 ~~(b) The rules in this Subchapter are adopted pursuant to the provisions of Subchapter I of Chapter 96 of Title 15 of~~
7 ~~the United States Code, Electronic Records and Signatures in Commerce.~~

8
9 *History Note: Authority G.S. 10B-4; 10B-125(b); 47-16.5; 47-16.7; 147-36; 15 USC 7002; 10B-126; 10B-134.15;*
10 *10B-134.17; 10B-134.21;*

11 *Eff. April 1, 2007;*

12 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
13 *6, 2016;*

14 *Transferred from 18 NCAC 07C .0101 Eff. June 1, ~~2023.~~ 2023;*

15 *Amended Eff. July 1, 2024.*

18 NCAC 07F .0102 is amended with changes as published in 38:04 NCR 197-198 as follows:

18 NCAC 07F .0102 DEFINITIONS

~~In addition to terms defined in Article 1 of Chapter 10B of the General Statutes and for~~ For purposes of Article 2 of Chapter 10B of the General Statutes and this Subchapter:

~~(1) "Applicant" means a person applying for registration as a North Carolina electronic notary.~~

~~(2)(1) "Approved Electronic Notary Solution Provider" "Approved vendor for electronic notarizations,"~~
~~"approved electronic notary solution provider," or "AVEN" means a person or entity approved by~~
~~the Department to provide an Electronic Notarization System by the Department electronic~~
~~notarization system pursuant to Article 2 of Chapter 10B of the General Statutes and Article 1A of~~
~~Chapter 47 of the General Statutes.~~

~~(3)(2) "Biometric Authentication" means proving the identity of a user by requiring verification of the~~
~~user's identity through technologies that require measurement and analysis of one or more human~~
~~physiological or behavioral characteristics of the user in order to access and use an electronic~~
~~notarization system. Biometric authentication technologies include fingerprint scanning devices,~~
~~retinal scanning devices, and handwriting analysis devices.~~

~~(4) "Department" means the North Carolina Department of the Secretary of State. Unless specifically~~
~~noted in rule text, for the purposes of this Subchapter "Department" means the notary public section~~
~~of the Department's certification and filing division.~~

~~(5)(3) "Electronic Notarization System" notarization [system - " system" means a set of applications,~~
~~programs, hardware, software, or technology approved by the Department that is designed to enable~~
~~a notary to perform electronic or remote electronic notarizations.~~

~~(4) "Electronic notary applicant" means a commissioned North Carolina notary public who applies to~~
~~be registered or reregistered [re-registered] as an electronic notary public.~~

~~(5) "Electronic notary's electronic signature" means:~~

~~(a) an electronic image of the handwritten signature of the electronic notary public in the name~~
~~of the notary as it appears on the notary's commission; and~~

~~(b) the AVEN's or other technology provider's security features attached to the signature in~~
~~[SubItem (5)(a)] Sub-Item (5)(a) of this Rule.~~

~~(6) "Independently Verifiable" verifiable" means capable of government or third-party authentication~~
~~of a notarial act, a an electronic notary's identity, identity and a notary's relevant authority. current~~
~~status with the Department.~~

~~(7) "In the presence of the electronic notary at the time of notarization" means that an individual and an~~
~~electronic notary public are in close physical proximity to one another without using technology to~~
~~establish personal appearance.~~

~~(7)(8) "Password Authentication" authentication" means requiring the user to enter a secret word, phrase,~~
~~or symbol set in order to access and use an electronic notarization system.~~

1 ~~(8)(9)~~ "Token ~~Authentication~~ authentication" means requiring use of a physical device in addition to a
2 password or personal identification number ("PIN" number) in order to access and use an electronic
3 notarization system. Physical devices used in token authentication technologies include magnetic
4 cards or "smart cards" and Universal Serial Bus (USB) memory sticks or "USB ~~keys~~". keys."

5 ~~(9)~~ "Under the exclusive control of the notary", for the purposes of the Department's interpretation of
6 the requirements of G.S. 10B-126(b), means "under the notary public's sole control" as defined in
7 this subchapter.

8 ~~(10)~~ "Under the notary public's sole control" means accessible by and attributable solely to the notary to
9 the exclusion of all other persons and entities, either through being in the direct physical custody of
10 the notary or through being secured with one or more biometric, password, token, or other
11 authentication technologies in an electronic notarization system provided by an approved electronic
12 notary solution provider approved pursuant to the Act and this Subchapter.

13
14 History Note: Authority G.S. 10B-4; 10B-106; ~~10B-125(b); 10B-125(b); 10B-126(d); 10B-126; 10B-134.15; 10B-~~
15 134.17; 10B-134.21; 47-16.5; 47-16.7; 147-36; 15 USC 7002;
16 Eff. January 1, 2007;
17 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December
18 6, 2016;
19 Transferred from 18 NCAC 07C .0102 Eff. June 1, ~~2023~~. 2023;
20 Amended Eff. July 1, 2024.

1 18 NCAC 07F .0103 is adopted with changes as published in 38:04 NCR 198 as follows:

2
3 **18 NCAC 07F .0103 ELECTRONIC NOTARIES PERFORMING REMOTE ELECTRONIC**
4 **NOTARIAL ACTS**

5 An electronic notary public shall not perform a remote electronic notarial act until the electronic notary has complied
6 with the requirements of this Chapter.

7
8 *History Note: Authority G.S. 10B-4; 10B-106; 10B-125; 10B-126; 10B-134.15; 10B-134.17; 10B-134.21;*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .0201 is amended as published in 38:04 NCR 198 as follows:

2
3 **18 NCAC 07F .0201 VALID COMMISSION**

4 ~~(a) Qualifications.~~ An electronic notary applicant shall ~~provide:~~

5 ~~(1) All information required for registration pursuant to G.S. 10B-106(d);~~

6 ~~(2) Verification that the applicant holds~~ hold a valid North Carolina notary commission and shall affirm
7 that the applicant continues to meet the qualifications to hold the notary ~~commission;~~ commission.

8 ~~(3) Verification that the applicant is in compliance with all provisions of the Notary Act;~~

9 ~~(4) Any other information requested by the Department to prove the qualifications of the applicant.~~

10
11 *History Note:* Authority G.S. 10B-4; 10B-106; ~~10B-125(b); 10B-125(b); 10B-126(d); 10B-126; 10B-134.15; 10B-~~
12 134.17; 10B-134.21; 47-16.5; 47-16.7; 147-36; 15 USC 7002;

13 *Eff. January 1, 2007;*

14 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
15 *6, 2016;*

16 *Transferred from 18 NCAC 07C .0201(a) Eff. June 1, ~~2023;~~ 2023;*

17 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0301 is amended with changes as published in 38:04 NCR 198 as follows:

2
3 **SECTION .0300 – EDUCATION OF ELECTRONIC NOTARIES PUBLIC**

4
5 **18 NCAC 07F .0301 APPROVED COURSE OF STUDY FOR ELECTRONIC NOTARIES PUBLIC**

6 (a) The Department shall ~~develop~~ administer the training course and testing for applicants for electronic notary public
7 registration.

8 (b) ~~Upon the Secretary's determination of a need for additional instructors, the~~ The Department ~~may~~ shall train
9 certified notary ~~public~~ instructors who are also registered as electronic notaries public to ~~administer~~ teach the training
10 course and administer testing ~~for applicants~~ for electronic notary ~~registration~~ applicants.

11
12 *History Note: Authority G.S. ~~10B-4; 10B-14; 10B-107; 10B-125; [10B-125;]~~ 10B-126; 10B-134.21; ~~47-16.5; 47-~~
13 ~~16.7; 147-36; 15 USC 7002;~~
14 ~~Eff. January 1, 2007;~~
15 ~~Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December~~
16 ~~6, 2016;~~
17 ~~Transferred from 18 NCAC 07C .0301 Eff. June 1, 2023. 2023;~~
18 Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0302 is adopted with changes as published in 38:04 NCR 198 as follows:

2
3 **18 NCAC 07F .0302 COURSES TO BE TAUGHT BY CERTIFIED NOTARY INSTRUCTORS**

4 Before submitting an application for registration as an electronic notary public, an individual shall attend and
5 successfully complete an electronic notary course taught by a certified notary instructor.

6
7 *History Note: Authority G.S. 10B-4; 10B-14; 10B-125; 10B-126; ~~10B-134.15; 10B-134.17; 10B-134.21;~~*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0303 is adopted with changes as published in 38:04 NCR 199 as follows:

2
3 **18 NCAC 07F .0303 ELECTRONIC NOTARY COURSE**

4 Before performing a remote electronic notarization, Electronic electronic notaries public registered prior to July 1,
5 2024, shall either:

- 6 (1) successfully complete a remote electronic notarization course module; ~~module before performing a~~
7 ~~remote electronic notarization~~; or
8 (2) successfully complete an electronic notary class including training on remote electronic ~~notarization~~
9 ~~before performing a remote electronic~~ notarization.

10
11 History Note: Authority G.S. 10B-4; 10B-14; 10B-125; 10B-126; 10B-134.21;

12 Eff. July 1, 2024.

1 18 NCAC 07F .0304 is adopted as published in 38:04 NCR 199 as follows:

2
3 **18 NCAC 07F .0304 STUDENT IDENTITY**

4 Each electronic notary course student shall:

5 (1) be personally known to the certified notary instructor; or

6 (2) present satisfactory evidence of identity to the certified notary instructor.

7
8 History Note: Authority G.S. 10B-4; 10B-14; 10B-125; 10B-126; 10B-134.21;

9 Eff. July 1, 2024.

1 18 NCAC 07F .0305 is adopted with changes as published in 38:04 NCR 199 as follows:

2
3 **18 NCAC 07F .0305 PASSING SCORE ON EXAMINATION**

4 A passing score on the electronic notary course examination shall be 80 ~~percent.~~ percent or higher.

5
6 History Note: Authority G.S. 10B-4; 10B-134.21;

7 Eff. July 1, 2024.

1 18 NCAC 07F .0401 is amended with changes as published in 38:04 NCR 199 as follows:

3 **SECTION .0400 – APPLICATION FOR REGISTRATION AS ELECTRONIC NOTARY PUBLIC**

5 **18 NCAC 07F .0401 SUBMISSION**

6 The electronic notary applicant shall electronically submit the electronic notary registration form, **described at** 18
7 NCAC 07B .0404.

8 ~~Submission. The applicant shall:~~

9 (1) Complete the **registration form on line**;

10 (2) ~~Print the form.~~

11 (3) ~~Have the form notarized; and~~

12 (4) ~~Submit the form by:~~

13 (A) ~~U.S. mail.~~

14 (B) ~~In person delivery; or~~

15 (D) ~~Courier service.~~

17 *History Note: Authority G.S. 10B-4; **10B-106**; ~~10B-125(b), 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;~~*

18 *Eff. January 1, 2007;*

19 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
20 *6, 2016;*

21 *Transferred from 18 NCAC 07C .0201(b) Eff. June 1, ~~2023~~; 2023;*

22 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0402 is adopted with changes as published in 38:04 NCR 199 as follows:

2
3 **18 NCAC 07F .0402 TIMING OF APPLICATION**

4 An electronic notary applicant shall submit an application to be registered as an electronic notary public within ~~90~~
5 ~~days~~ three months of successfully completing the electronic notary course.

6 NOTE: For the purposes of this rule, “month” shall mean that term as defined in G.S. 12-3(3).

7
8 *History Note: Authority G.S. 10B-4; 10B-106; 10B-134.21;*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .0403 is adopted with changes as published in 38:04 NCR 199 as follows:

2
3 **18 NCAC 07F .0403 NOTICE TO DEPARTMENT OF CHANGES**

4 An electronic notary applicant shall have ~~notified~~ provided all notices to the Department ~~of changes~~ as required by
5 Chapter 10B of the General Statutes and the Rules in this Chapter before submitting an application.

6
7 *History Note: Authority G.S. 10B-4; 10B-50; 10B-51; 10B-52; 10B-53; 10B-106; 10B-126(d); 10B-127; 10B-*
8 *134.15; 10B-134.21;*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .0404 is adopted as published in 38:04 NCR 199 as follows:

2
3 **18 NCAC 07F .0404 FAILURE TO SUBMIT APPLICATION IN TIME**

4 The Department shall deny an application that does not comply with Rule .0402 of this Section. If the applicant
5 reapplies, the electronic notary applicant shall comply with the following:

6 (1) successfully complete the electronic notary course again;

7 (2) submit a new application; and

8 (3) tender applicable fees.

9
10 History Note: Authority G.S. 10B-4; 10B-106; 10B-125; 10B-126; 10B-134.21;

11 Eff. July 1, 2024.

1 18 NCAC 07F .0503 is adopted with changes as published in 38:04 NCR 199 as follows:

2
3 **SECTION .0500 – REGISTRATION ~~AND OATH~~**

4
5 **18 NCAC 07F .0503 NOTICE OF DEPARTMENT'S ACTIONS FOR QUALIFIED ~~ENOTARY~~**
6 **ELECTRONIC NOTARY APPLICANTS**

7 The Department shall notify the notary public electronically or in writing within five days of the decision that the
8 notary is qualified ~~that~~ by electronically issuing an electronic notary registration certificate to the electronic notary
9 public.

10 (1) ~~the Department has:~~

11 (a) ~~appointed the notary as an electronic notary public; public by issuing an electronic notary~~
12 ~~registration certificate; and~~

13 (b) ~~provided the registration certificate of appointment to the Register of Deeds. Deeds; and~~

14 (2) ~~the appointee shall take the oath of office in the Register of Deeds office within 45 days of the issue~~
15 ~~date on the notice of appointment.~~

16
17 *History Note: Authority G.S. 10B-4; ~~10B-10; 10B-105; 10B-106; 10B-125; 10B-126; 10B-134.21;~~*
18 *Eff. July 1, 2024.*

1 18 NCAC 07F .0505 was published for amendment in 38:04 NCR 200 but is repealed as follows:

2
3 **18 NCAC 07F .0505 OATHS TIMING**

4
5 *History Note: Authority G.S. 10B-125(b), 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0202(a) Eff. June 1, 2023. 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0506 was published for amendment in 38:04 NCR 200 but is repealed as follows:

2
3 **18 NCAC 07F .0506 EVIDENCE OF IDENTITY**

4
5 *History Note: Authority G.S. 10B-125(b), 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0202(b) Eff. June 1, 2023. 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0507 was published for amendment in 38:04 NCR 200 but is repealed as follows:

2
3 **18 NCAC 07F .0507 CERTIFICATE DELIVERY**

4
5 *History Note: Authority G.S. 10B-125(b), 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0202(c) Eff. June 1, 2023. 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0508 was published for amendment in 38:04 NCR 200 but is repealed as follows:

2
3 **18 NCAC 07F .0508 REGISTRATION EFFECTIVE DATE**

4
5 *History Note: Authority G.S. 10B-125(b), 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0202(d) Eff. June 1, 2023. 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0509 is adopted with changes as published in 38:04 NCR 200 as follows:

2
3 **18 NCAC 07F .0509 REGISTRATION EFFECTIVE DATE**

4 The ~~appointee's~~ applicant's electronic notary public registration shall ~~not~~ be effective as of the date stated on the
5 registration certificate. ~~until the appointee takes the oath of office.~~

6
7 *History Note: Authority G.S. 10B-4; ~~10B-10;~~ 10B-106; 10B-134.21;*

8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0512 is adopted with changes as published in 38:04 NCR 200 as follows:

2
3 **18 NCAC 07F .0512 CONFIRMATION OF ELECTRONIC NOTARY STATUS**

4 Upon electronic request of a technology provider, The the Department shall ~~confirm report to a technology provider~~
5 a notary public's ~~active~~ status as an electronic notary public registered to perform electronic and remote electronic
6 ~~notarizations only if:~~ notarizations.

7 (1) ~~the Department has received the completed certificate of appointment from the Register of Deeds;~~
8 ~~or~~

9 (2) ~~the notary has presented the notary's commission certificate to the Department in the event of the~~
10 ~~failure of the Register of Deeds to provide the completed certificate of appointment to the~~
11 ~~Department.~~

12
13 *History Note: Authority G.S. 10B-4; ~~10B-10~~; 10B-106; 10B-134.15; 10B-134.17; 10B-134.21;*
14 *Eff. July 1, 2024.*

1 18 NCAC 07F .0513 is adopted with changes as published in 38:04 NCR 200 as follows:

2
3 **18 NCAC 07F .0513 PERFORMING ELECTRONIC AND REMOTE ELECTRONIC NOTARIAL**
4 **ACTS**

5 A notary public shall not perform any electronic or remote electronic notarial act until:

- 6 (1) the notary has received the electronic notary registration certificate; ~~taken the oath of office as an~~
7 ~~electronic notary public~~; and
8 (2) the electronic notary public has provided notice to the Department of all technology providers
9 pursuant to Rule .0601 of this Subchapter. ~~complied with the requirements of Sections .0600 through~~
10 ~~.0800 of this Subchapter.~~

11
12 *History Note:* *Authority G.S. 10B-4; ~~10B-10~~; 10B-125; 10B-126; 10B-134.15; 10B-134.17; 10B-134.21;*
13 *Eff. July 1, 2024.*

1 18 NCAC 07F .0601 is adopted with changes as published in 38:04 NCR 200-201 as follows:

2
3 **SECTION .0600 – SELECTION AND USE OF TECHNOLOGY PROVIDER TO PERFORM**
4 **ELECTRONIC NOTARIAL ACTS**

5
6 **18 NCAC 07F .0601 NOTICE TO DEPARTMENT OF TECHNOLOGY PROVIDER**

7 An electronic notary public shall use the form described in 18 NCAC 07B .0405 to provide notice to the Department
8 of all technology providers used:

9 (1) to affix the electronic notary's electronic ~~signature and seal~~; signature;

10 (2) to affix the electronic notary's seal;

11 ~~(2)~~(3) as the means to create and maintain the electronic notary's electronic journal and a backup copy of
12 the journal;

13 ~~(3)~~(4) as the custodian of the electronic notary's journal; and

14 ~~(4)~~(5) as the platform that the electronic notary will use if the notary intends to perform remote notarial
15 acts.

16
17 *History Note: Authority G.S. 10B-4; 10B-125; 10B-126; 10B-127; 10B-134.15; 10B-134.17; 10B-134.21;*
18 *Eff. July 1, 2024.*

1 18 NCAC 07F .0602 is adopted with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0602 APPROVED TECHNOLOGY PROVIDER**

4 An electronic notary public shall use only technology providers approved or licensed by the Department and listed on
5 the Department's website.

6
7 *History Note: Authority G.S. 10B-4; 10B-125; 10B-126; 10B-134.15; 10B-134.17; ~~10B-134.19~~; 10B-134.21; 10B-*
8 *134.23;*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .0701 is amended with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0701 UNIQUE SIGNATURE**

4 The electronic notary signature shall be independently verifiable and specific ~~unique~~ to each ~~the~~ electronic ~~notary~~.
5 notary public.

6
7 *History Note: Authority G.S. ~~10B-4; 10B-125(b); 10B-125(b); 10B-126(d); 10B-127; 47-16.5; 47-16.7; 147-36;~~*
8 *~~15 USC 7002; 10B-134.21;~~*
9 *Eff. January 1, 2007;*
10 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
11 *6, 2016;*
12 *Transferred from 18 NCAC 07C .0401(a) Eff. June 1, ~~2023;~~ 2023;*
13 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0702 is amended with changes as published in 38:04 NCR 702 as follows:

2
3 **18 NCAC 07F .0702 SOLE CONTROL**

4 The electronic notary public signature shall ~~be retained~~ retain ~~under the~~ exclusive control of the electronic notary
5 [public] signature such that the electronic signature can be attributed solely to the electronic notary. ~~electronic notary's~~
6 sole control.

7
8 *History Note: Authority G.S. ~~10B-4; 10B-125(b); 10B-125(b); 10B-126(d); 10B-127; 47-16.5; 47-16.7; 147-36;~~*
9 *~~15 USC 7002; 10B-134.21;~~*
10 *Eff. January 1, 2007;*
11 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
12 *6, 2016;*
13 *Transferred from 18 NCAC 07C .0401(b) Eff. June 1, ~~2023;~~ 2023;*
14 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0703 is repealed as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0703 EXCLUSIVE**

4
5 *History Note: Authority G.S. 10B-125(b), 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0401(c) Eff. June 1, ~~2023~~ 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0704 is amended with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0704 ~~LOGICALLY ATTACHED ELECTRONIC~~ ATTRIBUTES OF SIGNATURE**

4 The electronic notary public's signature ~~shall~~ shall:

- 5 (1) be ~~attached [to,]~~ or applied to and logically associated electronically with ~~the document, [with,]~~ the
6 notarized document; and
- 7 (2) ~~linking link~~ the data in such a manner that any subsequent alterations are observable through visual
8 examination of:
- 9 (a) ~~to the underlying document~~ document; or
- 10 (b) the electronic notary ~~certificate~~ certificate. ~~are observable through visual examination.~~

11
12 *History Note:* *Authority G.S. ~~10B-4; 40B-125(b); 10B-125(b); 10B-126(d); 10B-127; [40B-136;]~~ 10B-134.21; 47-*
13 *~~16.5; 47-16.7; 147-36; 15 USC 7002;~~*
14 *Eff. January 1, 2007;*
15 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
16 *6, 2016;*
17 *Transferred from 18 NCAC 07C .0401(d) Eff. June 1, ~~2023-~~ 2023;*
18 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0705 is amended with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0705** **IMAGE APPEARANCE OF ELECTRONIC SIGNATURE**

4 An ~~image of the electronic notary's handwritten signature shall~~ notary **public** shall:

- 5 (1) ~~electronically sign the appear on any visual or printed representation of an electronic notary~~
6 ~~certificate~~ certificate; **and**
7 (2) ~~regardless of the technology being used to affix~~ **[view]** ~~the electronic notary's~~ **electronic** signature.
8 ~~[signature after signing; and]~~
9 **(3)** ~~verify that the image of the electronic notary's handwritten electronic signature is an accurate~~
10 ~~[representation;]~~ **representation of the notary's handwritten signature.**

11
12 *History Note: Authority G.S. 10B-4; ~~40B-125(b); 10B-125(b); 10B-126(d); 10B-127; [40B-136; 10B-134.21; 47-~~*
13 *~~16.5; 47-16.7; 147-36; 15 USC 7002;~~*
14 *Eff. January 1, 2007;*
15 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
16 *6, 2016;*
17 *Transferred from 18 NCAC 07C .0401(e) Eff. June 1, ~~2023.~~ 2023;*
18 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0706 is adopted with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0706 SIGNATURE COMPLIANCE**

4 An electronic notary public shall ensure that the electronic notary's electronic signature complies with Chapter 10B of
5 the General Statutes and the Rules in this Subchapter each time it is affixed.

6
7 *History Note:* *Authority G.S. 10B-4; 10B-125(b); 10B-126(d); ~~10B-127~~; 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0707 is adopted with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0707 SIGNATURE REVIEW BEFORE USE**

4 An electronic notary public shall review the electronic notary's electronic signature for accuracy before the signature
5 is used for the first time.

6
7 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0708 is adopted with changes as published in 38:04 NCR 201 as follows:

2
3 **18 NCAC 07F .0708 AFFIXING ELECTRONIC SIGNATURE**

4 An electronic notary public shall not affix the electronic notary's electronic signature until:

- 5 (1) the principals have appeared before the electronic notary as required by Article 2 of Chapter 10B of
6 the General Statutes;
7 (2) the principals have been identified;
8 (3) the oath or affirmation has been administered, if required;
9 (4) the principals have affixed their signatures to the electronic document or acknowledged them, if
10 applicable;
11 ~~(5)~~ ~~any fees have been collected;~~ and
12 ~~(6)~~(5) the journal entry has been made in accordance with the Rules in Subchapter I of this Chapter.

13
14 *History Note:* *Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.15; 10B-134.21;*
15 *Eff. July 1, 2024.*

1 18 NCAC 07F .0709 is adopted with changes as published in 38:04 NCR 201-202 as follows:

2
3 **18 NCAC 07F .0709 REVIEW AFTER AFFIXING ELECTRONIC SIGNATURE**

4 After the electronic notary public affixes the notary's electronic signature, and before the electronic signature is
5 committed by the notary, the electronic notary shall review the electronic signature to ensure that it:

- 6 (1) is present on the ~~notarial~~ notary certificate;
7 (2) is legible; and
8 (3) does not obscure:
9 (a) the ~~notarial~~ notary certificate;
10 (b) any content in the ~~notarial~~ notary certificate; or
11 (c) any content in the document being notarized.

12
13 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-127; 10B-134.21;*
14 *Eff. July 1, 2024.*

1 18 NCAC 07F .0801 is adopted with changes as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0801 UNIQUE SEAL**

4 The electronic notary seal shall be independently verifiable and ~~unique~~ specific to ~~each~~ the electronic ~~notary~~ notary
5 public.

6
7 *History Note: Authority G.S. ~~10B-4; 10B-125(b); 10B-125(b); 10B-126(d); 10B-127; 10B-134.21; 47-16.5; 47-~~*
8 *~~16.7; 147-36; 15 USC 7002;~~*
9 *~~Eff. January 1, 2007;~~*
10 *~~Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December~~*
11 *~~6, 2016;~~*
12 *~~Transferred from 18 NCAC 07C .0402(a) Eff. June 1, 2023; 2023;~~*
13 *~~Amended Eff. July 1, 2024.~~*

1 18 NCAC 07F .0802 is amended as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0802 SOLE CONTROL**

4 The electronic notary ~~public seal~~ shall ~~be retained~~ retain ~~under the~~ exclusive control of the electronic notary seal such
5 that the electronic notary seal can be attributed solely to the electronic notary. ~~electronic notary's sole control.~~

6
7 *History Note: Authority G.S. 10B-4; ~~10B-125(b);~~ 10B-125(b); 10B-126(d); 10B-127; 10B-134.17; 10B-134.21;*
8 *47-16.5; 47-16.7; 147-36; 15 USC 7002;*

9 *Eff. January 1, 2007;*

10 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
11 *6, 2016;*

12 *Transferred from 18 NCAC 07C .0402(b) Eff. June 1, ~~2023;~~ 2023;*

13 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0803 is repealed as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0803 EXCLUSIVE**

4
5 *History Note: Authority G.S. 10B-125(b); 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0402(c) Eff. June 1, ~~2023~~ 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0804 is amended with changes as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0804 ~~LOGICALLY ATTACHED~~ ELECTRONIC ATTRIBUTES OF ELECTRONIC**
4 **SEAL**

5 The electronic notary seal ~~shall~~ shall:

6 (1) be attached to, or logically associated ~~with the document~~, with, the a notarized document; and

7 (2) ~~linking link~~ the data in such a manner that any subsequent alterations are observable through visual
8 examination of:

9 (a) ~~to~~ the underlying ~~document~~ document; or

10 (b) the electronic notary certificate. ~~certificate are observable through visual examination.~~

11
12 *History Note: Authority G.S. 10B-4; ~~40B-125(b)~~; 10B-125(b); 10B-126(d); 10B-127; ~~[40B-136]~~ 10B-134.21; ~~47-~~*
13 *~~16.5~~; ~~47-16.7~~; ~~147-36~~; 15 USC 7002;*
14 *Eff. January 1, 2007;*
15 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
16 *6, 2016;*
17 *Transferred from 18 NCAC 07C .0402(d) Eff. June 1, ~~2023~~ 2023;*
18 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0805 is amended with changes as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0805** **IMAGE APPEARANCE OF ELECTRONIC NOTARY SEAL**

4 An ~~image of the electronic notary's electronic seal~~ notary public shall:

- 5 (1) ~~electronically affix~~ appear on any visual or printed representation of the electronic notary certificate
6 seal; ~~and~~
7 (2) ~~regardless of the technology being used to affix~~ [view] the electronic notary's electronic seal. [image
8 of the seal after affixing it; and]
9 [(3)] verify that the image is an accurate representation of the seal.

10
11 *History Note: Authority G.S. ~~10B-4; 40B-125(b); 10B-125(b); 10B-126(d); 10B-134.21; 47-16.5; 47-16.7; 147-~~*
12 *~~36; 15 USC 7002;~~*
13 *Eff. January 1, 2007;*
14 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
15 *6, 2016;*
16 *Transferred from 18 NCAC 07C .0402(e) Eff. June 1, ~~2023; 2023;~~*
17 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0806 was proposed for amendment as published in 38:04 NCR 202 but is repealed as follows:

2
3 **18 NCAC 07F .0806 PERIMETER**

4
5 *History Note: Authority G.S. 10B-125(b); 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

6 *Eff. January 1, 2007;*

7 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
8 *6, 2016;*

9 *Transferred from 18 NCAC 07C .0402(f) Eff. June 1, ~~2023~~ 2023;*

10 *Repealed Eff. July 1, 2024.*

1 18 NCAC 07F .0807 is amended with changes as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0807 CONTENTS OF ELECTRONIC NOTARY SEAL**

4 ~~The~~ An electronic notary public shall ensure that the electronic notary's electronic notary seal ~~must have~~, has:

5 (1) ~~within its border;~~ a visible border:

6 (a) having a physical appearance of the seal that replicates the appearance of an inked seal on
7 paper;

8 ~~(a)~~ (b) with the size and shape required by G.S. 10B-37(c); and

9 ~~(b)~~ (c) that includes an identifier assigned by the Department to the producer of the electronic seal;
10 [the AVEN or technology provider;] and

11 (2) ~~within inside its border;~~ border:

12 (a) ~~the electronic notary's name exactly as commissioned;~~ the information required by G.S.
13 10B-117(1), (2), and (4);

14 (b) ~~the words "Electronic Notary Public,"~~ words:

15 (i) "State of North Carolina";

16 (ii) "North Carolina" "Carolina"; or

17 (iii) the abbreviation "N.C.";

18 (c) the name of the county of commission including with either:

19 (i) the word "County" "County"; or

20 (ii) the abbreviation "Co."; and

21 (d) the expiration date of the electronic notary's commission.

22
23 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 47-16.5; 47-16.7; 147-36; 15 USC 7002;*

24 *Eff. January 1, 2007;*

25 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
26 *6, 2016;*

27 *Transferred from 18 NCAC 07C .0402(g) Eff. June 1, 2023- 2023;*

28 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0808 is amended as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0808 USE OF ELECTRONIC NOTARY SEALS ~~[ARE PRIVATE PROPERTY]~~**

4 **The Only the electronic notary public whose commission name and county of commission is incorporated into the**
5 **electronic seal is permitted to apply the electronic notary's** electronic notary seal **to an electronic document.** ~~is the~~
6 ~~[private] property of the electronic notary [public].~~ and shall be subject to laws governing private property.

7
8 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); ~~47-16.5; 47-16.7; 147-36; 15 USC 7002;~~*

9 *Eff. January 1, 2007;*

10 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
11 *6, 2016;*

12 *Transferred from 18 NCAC 07C .0602 Eff. June 1, ~~2023~~, 2023;*

13 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0809 is adopted with changes as published in 38:04 NCR 202 as follows:

2
3 **18 NCAC 07F .0809 SEAL COMPLIANCE**

4 An electronic notary public shall ensure that the electronic notary's electronic seal complies with Chapter 10B of the
5 General Statutes and the ~~rules~~ Rules in this Subchapter each time it is affixed.

6
7 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0810 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0810 SEAL LIMITATION**

4 An electronic ~~notary's~~ notary public's electronic seal shall include no information or images other than those required
5 ~~by:~~ by

6 (1) ~~— G.S. 10B-117; and~~

7 (2) ~~the Rules .0806 and Rule .0807 of in this Subchapter. Section.~~

8
9 *History Note:* Authority *G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.21;*

10 *Eff. July 1, 2024.*

1 18 NCAC 07F .0811 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0811 SEAL REVIEW BEFORE USE**

4
5 An electronic notary public shall review the electronic notary's electronic seal for compliance with the Rules in this
6 Section before the seal is used for the first time.

7
8 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.21;*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .0812 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0812 AFFIXING ELECTRONIC SEAL**

4 An electronic notary public shall not affix the electronic notary's electronic seal until:

- 5 (1) the principals have appeared before the electronic notary as required by Article 2 of Chapter 10B of
- 6 the General Statutes;
- 7 (2) the principals have been identified;
- 8 (3) the oaths or affirmations have been administered, if required;
- 9 (4) the principals have affixed their signatures to the electronic document or acknowledged them if
- 10 applicable;
- 11 ~~(5)~~ ~~any fees have been collected;~~ and
- 12 ~~(6)~~(5) the journal entry has been made in accordance with the ~~rules~~ Rules in Subchapter I of this Chapter.

13
14 *History Note:* *Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.15; 10B-134.21;*
15 *Eff. July 1, 2024.*

1 18 NCAC 07F .0813 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0813 REVIEW AFTER AFFIXING ELECTRONIC SEAL**

4 After the electronic notary public affixes the electronic notary's electronic seal, and before the electronic notary
5 commits the electronic seal, the electronic notary shall review the notary's electronic seal to ensure that it:

- 6 (1) is present on the ~~notarial~~ notary certificate;
7 (2) is legible; and
8 (3) does not obscure:
9 (a) the ~~notarial~~ notary certificate;
10 (b) any content in the ~~notarial~~ notary certificate; or
11 (c) any content in the document being notarized.

12
13 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.21;*
14 *Eff. July 1, 2024.*

1 18 NCAC 07F .0814 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0814 COMMITMENT**

4 After an electronic notary public has complied with the requirements of Sections .0700 and .0800 of this Subchapter
5 with regard to review of signatures and seals after affixing them, the electronic notary shall:

6 (1) ensure that the required journal entry has been made; and

7 (2) then commit:

8 (a) the electronic notarial signature;

9 (b) the electronic notarial seal; and

10 (c) the content of the journal entry.

11
12 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.21;*

13 *Eff. July 1, 2024.*

1 18 NCAC 07F .0901 is amended with changes as published in 38:04 NCR 203 as follows:

2
3 **SECTION .0900 – ~~RE REGISTRATION~~ REREGISTRATION AS ELECTRONIC NOTARY**

4
5 **18 NCAC 07F .0901 ~~RE REGISTRATION~~ REREGISTRATION**

6 ~~A~~ An electronic notary public applying to ~~re register~~ reregister as an electronic notary [public] shall comply with
7 application ~~procedures~~ procedures; found in the Act

8 (1) in Chapter 10B of the General Statutes; and

9 (2) in this Subchapter.

10
11 *History Note: Authority G.S. ~~10B-4; 10B-125; 10B-106; 10B-125; 10B-126; 10B-134.21; 47-16.5; 47-16.7; 147-~~*
12 *~~36; 15 USC 7002;~~*

13 *Eff. January 1, 2007;*

14 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
15 *6, 2016;*

16 *Transferred from 18 NCAC 07C .0203 Eff. June 1, ~~2023;~~ 2023;*

17 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .0902 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0902 TIMING OF ~~RE-REGISTRATION~~ REREGISTRATION**

4 An electronic notary public desiring to ~~re-register~~ reregister and who does not apply for ~~re-registration~~ reregistration
5 at the same time the notary applies for ~~re-commissioning~~ recommissioning shall comply with Rule .0905 of this
6 Section.

7
8 *History Note:* *Authority G.S. 10B-4; 10B-106; 10B-125; 10B-126; 10B-134.21;*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .0903 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0903 FORM**

4 An electronic notary public shall use the form described in 18 NCAC 07B .0404 to apply ~~to be re-registered for~~
5 reregistration as an electronic notary.

6
7 *History Note: Authority G.S. 10B-4; 10B-106; 10B-125; 10B-126; 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0904 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0904 EDUCATION**

4 An applicant for ~~re-registration~~ reregistration as an electronic notary public shall successfully complete the electronic
5 notary course again before applying.

6
7 *History Note: Authority G.S. 10B-4; ~~10B-125~~; 10B-125; 10B-126; 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .0905 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0905 ELECTRONIC NOTARY ~~RE-REGISTRATION~~ REREGISTRATION OTHER**
4 **THAN AT RECOMMISSIONING**

5 An electronic notary public who does not apply for ~~re-registration~~ reregistration as an electronic notary at the same
6 time that the notary applies for ~~re-commissioning~~ recommissioning as a traditional notary and who later desires to ~~re-~~
7 ~~register~~ reregister as an electronic notary shall:

- 8 (1) successfully complete the electronic notary course again;
9 (2) apply for ~~re-registration~~ reregistration; and
10 (3) pay the applicable ~~fees~~ fee.

11
12 *History Note: Authority G.S. 10B-4; 10B-125; 10B-126; 10B-134.21;*
13 *Eff. July 1, 2024.*

1 18 NCAC 07F .0906 is adopted with changes as published in 38:04 NCR 203 as follows:

2
3 **18 NCAC 07F .0906 ~~REGISTRATION AND OATH~~**

4 Section .0500 of this Subchapter shall apply to an electronic notary applicant who is ~~appointed as a re-registered~~
5 reregistered as an electronic notary. notary public.

6
7 *History Note: Authority G.S. 10B-4; 10B-125; 10B-126; 10B-134.15; 10B-134.17; 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .1001 is amended with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1001 EMPLOYERS OF ELECTRONIC NOTARIES**

4 (a) Neither the employer nor any of the employer's employees or agents shall use or permit the use of an electronic
5 notary seal or electronic notary signature by anyone other than the electronic notary public to whom it is registered.

6 (b) Upon the cessation of employment of an electronic ~~notary~~, notary public, the employer of the electronic notary
7 shall:

8 (1) ~~Relinquish~~ have no control of the electronic ~~[notary public's]~~ notary's electronic notary seal;

9 ~~(2) Transfer possession of the electronic notary seal to the electronic notary; [notary public;]~~ or

10 ~~[(3)](2) Eliminate~~ eliminate the ability of any other person to use the former electronic notary ~~[public]~~
11 employee's electronic notary seal and electronic notary's electronic signature. if the electronic
12 notarization system used [provided] by the employer does not permit transfer of possession of the
13 electronic notary seal. [seal to the electronic notary former employee.]

14
15 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); 10B-134.15; 10B-134.17; 10B-134.21; 47-16.5;*
16 *47-16.7; 147-36; 15 USC 7002;*

17 *Eff. January 1, 2007;*

18 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
19 *6, 2016;*

20 *Transferred from 18 NCAC 07C .0603 Eff. June 1, ~~2023~~; 2023;*

21 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .1002 is amended with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1002 ~~PROTECTED~~ **PROTECTING ACCESS****

4 An electronic notary public shall limit Access access to the electronic notary signatures, electronic notary electronic
5 seals, and journals by complying with the provider's requirements for the use of means of authentication approved by
6 the Department. shall be protected by the use of a password, token, biometric, or other form of authentication approved
7 by the Department according to Article 2 of Chapter 10B of the General Statutes, and Article 1A of Chapter 47 of the
8 General Statutes.

9
10 *History Note: Authority G.S. 10B-4; 40B-125(b); 10B-125; 40B-126(d); 10B-126; 10B-134.15; 10B-134.17; 10B-*
11 *134.21; 47-16.5; 47-16.7; 147-36; 15 USC 7002;*
12 *Eff. January 1, 2007;*
13 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
14 *6, 2016;*
15 *Transferred from 18 NCAC 07C .0604 Eff. June 1, ~~2023.~~ 2023;*
16 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .1003 is adopted with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1003 RETENTION OF ELECTRONIC JOURNAL**

4 An electronic notary public shall maintain a copy of the electronic notary's electronic journal for 10 years after the last
5 notarial act.

6
7 *History Note: Authority G.S. 10B-4; ~~10B-125(b)~~; 10B-126(d); 10B-134.15; 10B-134.17; 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .1004 is adopted with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1004 NOTARY CREDENTIAL SHARING FORBIDDEN**

4 An electronic notary public shall not share the means of authentication that the electronic notary uses to access an
5 electronic notarization system with anyone.

6
7 *History Note: Authority G.S. 10B-4; ~~10B-125~~; 10B-126; 10B-134.15; 10B-134.17; 10B-134.21;*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .1101 is amended with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1101 ~~PHYSICAL~~ PRESENCE REQUIREMENT FOR ELECTRONIC NOTARIZATION**

4 When an electronic notary **public** performs an electronic notarization, the principal ~~and the electronic notary~~ shall be
5 in ~~each other's~~ the physical presence of the electronic notary ~~during the entire electronic~~ at the time of notarization so
6 ~~that~~ that:

7 (1) the principal and the electronic notary can see, hear, and communicate ~~with,~~ with each other; and

8 (2) the principal can ~~give~~ **physically provide to** the electronic notary identification documents as
9 required under G.S. ~~10B-3(22)~~ 10B-3(22). ~~to each other without the use of electronic devices such~~
10 ~~as telephones, computers, video cameras, or facsimile machines.~~

11
12 *History Note:* Authority G.S. [~~10B-3;~~] ~~10B-4;~~ [~~10B-102;~~] ~~10B-116(1);~~ 10B-125(b); 10B-126(d); ~~47-16.5; 47-~~
13 ~~16.7; 147-36; 15 USC 7002;~~

14 *Eff. January 1, 2007;*

15 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
16 *6, 2016;*

17 *Transferred from 18 NCAC 07C .0403 Eff. June 1, ~~2023.~~ 2023;*

18 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .1102 is amended with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1102 ~~SEPARATE ATTESTATIONS~~ PRESENCE REQUIREMENT FOR REMOTE**
4 **ELECTRONIC NOTARIZATION**

5 When an electronic notary **public** performs a remote electronic notarization, the remotely located principal shall appear
6 before the electronic notary at the time of notarization using communication technology. ~~Each electronic signature~~
7 ~~requiring notarization and attestation in the form of an acknowledgment shall be individually affixed to the electronic~~
8 ~~document by the principal signer and shall be acknowledged separately by the principal signer, except in the following~~
9 ~~situation:~~

- 10 (1) ~~— The notarized document is executed on behalf of an entity as defined in G.S. 55-140(9)(a) or (c);~~
11 and
12 (2) ~~— The notarized document does not adversely affect the claim, right or obligation of another.~~

13
14 *History Note: Authority G.S. 10B-4; 10B-125(b); 10B-126(d); **10B-134.21**; **47-16.5**; **47-16.7**; **147-36**; **15-USC***
15 ***7002**;*
16 *Eff. January 1, 2007;*
17 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December*
18 *6, 2016;*
19 *Transferred from 18 NCAC 07C .0601 Eff. June 1, ~~2023~~; 2023;*
20 *Amended Eff. July 1, 2024.*

1 18 NCAC 07F .1103 is adopted with changes as published in 38:04 NCR 204 as follows:

2
3 **18 NCAC 07F .1103 INDIVIDUAL PRINCIPAL SIGNATURES FOR ELECTRONIC**
4 **ACKNOWLEDGEMENTS NOTARIAL ACT**

5 An electronic notary public who performs an electronic or remote electronic ~~acknowledgment~~ notarial act shall require
6 the principal to affix each signature individually.

7
8 *History Note: Authority G.S. ~~10B-3; 10B-4; 10B-102; 10B-116(1); 10B-125(b); 10B-126(d); 47-16.5; 47-16.7;~~*
9 *~~147-36; 15 USC 7002;~~*
10 *Eff. July 1, 2024.*

1 18 NCAC 07F .1104 is adopted with changes as published in 38:04 NCR 204-205 as follows:

2
3 **18 NCAC 07F .1104 ADDITIONAL OBLIGATIONS**

4 In addition to complying with the continuing obligations imposed by the ~~rules~~ Rules in Subchapter 07D of this Chapter,
5 an electronic notary public shall comply with the requirements of Subchapter 07I of this Chapter.

6
7 *History Note: Authority G.S. ~~10B-3; 10B-4; 10B-102; 10B-116(1); 10B-106(f); 10B-125(b); 10B-126(d); 10B-~~*
8 *~~134.15; 10B-134.17; 10B-134.21; 47-16.5; 47-16.7; 147-36; 15 USC 7002;~~*
9 *Eff. July 1, 2024.*

1 18 NCAC 07F .1105 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1105 NO ELECTRONIC NOTARIZATION OF INK SIGNATURE**

4 An electronic notary public shall not use the electronic notary's electronic signature and electronic seal to notarize an
5 ink signature signed by hand.

6
7 *History Note: Authority G.S. ~~10B-3~~; 10B-4; ~~10B-102~~; ~~10B-116(1)~~; 10B-125(b); 10B-126(d);*
8 *Eff. July 1, 2024.*

1 18 NCAC 07F .1106 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1106 NOTICE OF CHANGES**

4 Within 10 business days of an electronic notary public choosing to use a different technology provider, An an
5 electronic notary shall notify the Department using the form described in ~~18 NCAC 07B .0406~~ 18 NCAC 07B .0406.
6 ~~within 10 business days of the notary choosing to use a different technology provider.~~

7
8 *History Note: Authority G.S. ~~10B-3; 10B-4; 10B-102; 10B-106(f); 10B-116(1); 10B-125(b); 10B-126(d); 10B-~~*
9 *134.15; 10B-134.17; 10B-134.21;*

10 *Eff. July 1, 2024.*

1 18 NCAC 07F .1107 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1107 TECHNOLOGICAL ISSUE AS REASON TO HALT ELECTRONIC OR REMOTE**
4 **ELECTRONIC NOTARIAL ACT**

5 An electronic notary public shall not perform an electronic notarial act or a remote notarial act if there is:

- 6 (1) a complete technological failure that impedes the performance of the notarial act; or
7 (2) a partial technological failure ~~if~~ that the electronic notary decides ~~that the failure~~ warrants
8 termination of the transaction.

9
10 *History Note:* *Authority G.S. ~~10B-3; 10B-4; 10B-102; 10B-116(1); 10B-125(b); 10B-126(d); 10B-134.21;~~*
11 *Eff. July 1, 2024.*

1 18 NCAC 07F .1108 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1108 RESOLUTION OF TECHNOLOGICAL ISSUES ~~ELECTRONIC OR REMOTE~~**
4 **~~ELECTRONIC NOTARIAL ACT CAN CONTINUE IF TECHNOLOGICAL~~**
5 **~~ISSUE RESOLVED OR NON-IMPAIRING~~**

6 An electronic notary public may continue and complete an electronic or remote electronic notarial transaction if the
7 electronic notary concludes that any technological failure:

- 8 (1) has been resolved; ~~and~~
9 (2) will not impair performance of the notarial ~~act~~; act; and
10 (3) will not discredit the integrity of the notary certificate, seal, or journal.

11
12 *History Note: Authority G.S. ~~10B-3; 10B-4; 10B-102; 10B-116(1); 10B-125(b); 10B-126(d); 10B-134.21; 47-~~*
13 *~~16.5; 47-16.7; 147-36; 15 USC 7002;~~*
14 *Eff. July 1, 2024.*

1 18 NCAC 07F .1109 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1109 CEASING TO USE A TECHNOLOGY PROVIDER**

4 An electronic notary public shall notify the Department within 10 business days of the date on which:

- 5 (1) the electronic notary cancels a contract or subscription with a technology provider; or
6 (2) the electronic notary is prevented by the provider from accessing the technology provider's services.

7
8 *History Note: Authority G.S. ~~10B-3~~; 10B-4; ~~10B-102~~; 10B-106(f); ~~10B-116(1)~~; 10B-125(b); 10B-126(d); 10B-*
9 *127(b); 10B-134.21;*

10 *Eff. July 1, 2024.*

1 18 NCAC 07F .1110 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1110 NOTICE OF CANCELLATION BY PROVIDER**

4 An electronic notary public shall notify the Department within 10 business days if the technology provider takes
5 actions that:

- 6 (1) suspend or halt the provider's operations or the availability of its technology; or
7 (2) ~~make changes to the technology that~~ impair the ability of the electronic notary to perform notarial
8 functions.

9
10 *History Note: Authority G.S. ~~10B-3~~; 10B-4; ~~10B-102~~; ~~10B-116(1)~~; 10B-125(b); 10B-126(d); 10B-127(b); 10B-*
11 *134.21;*
12 *Eff. July 1, 2024.*

1 18 NCAC 07F .1111 is adopted with changes as published in 38:04 NCR 205 as follows:

2
3 **18 NCAC 07F .1111 CONTENT OF NOTICE**

4 A notice pursuant to ~~the Rules .1109 or Rule .1110~~ of this Section shall include:

- 5 (1) the reason for the notice; and
6 (2) any other information the electronic notary public thinks may help the Department to assess the
7 action of the provider.

8
9 *History Note:* *Authority G.S. ~~10B-3~~; 10B-4; ~~10B-102~~; ~~10B-116(1)~~; 10B-125(b); 10B-126(d); 10B-127(b); 10B-*
10 *134.21;*
11 *Eff. July 1, 2024.*