

1 18 NCAC 07I .0102 is amended with changes as published in 39:13 NCR 829-830 as follows:

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3 **SUBCHAPTER 07I – JOURNAL REQUIREMENTS JOURNALS**

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5 **SECTION .0100 – GENERAL**

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7 **18 NCAC 07I .0102 DEFINITIONS**

8 The definitions in this Rule apply to this ~~Subchapter.~~ Subchapter, and Subchapters 07H and 07J of this Chapter.

9 (1) "Canceled act" means an instance where a notary public or a principal begins the notarial transaction  
10 process and halts it for any reason. Note: An example of a canceled act would be one where the  
11 notary is not able to establish the identity of the signer as required by G.S. 10B-20.

12 ~~(2) "Journal" means a record of notarial acts that is created and maintained by a notary public in~~  
13 ~~compliance with Chapter 10B of the General Statutes and the rules in this Subchapter.~~

14 ~~(3)(2)~~ "Mode of notarial act" means a traditional notarization, an in-person electronic notarization, or a  
15 remote electronic notarization.

16 ~~(4)(3)~~ Supplemental "Supplemental information" means information that a notary public enters into a  
17 journal:

- 18 (a) as a separate entry that is not for a notarial act;  
19 (b) that relates to a prior notarial act recorded in the journal; and  
20 (c) that may be appended to the prior notarial act entry in the electronic journal.

21 Note: An entry six months after the initial committed entry stating that the notary public received a subpoena  
22 for that initial committed journal entry is an example of supplemental information.

23  
24 *History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*

25 *Eff. July 1, ~~2024~~ 2024;*

26 *Amended Eff. July 1, 2025.*

1 18 NCAC 07I .0106 is amended with changes as published in 39:13 NCR 830 as follows:

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3 **18 NCAC 07I .0106 EXCEPTIONS TO RULE .0105**

4 Exceptions to Rule .0105 of this Section shall be limited ~~to~~ to entries in traditional journals of in-person notarizations  
5 consisting of the following:

- 6 (1) ~~the~~ signatures ~~of~~ by ~~the~~ principals;  
7 (2) ~~the~~ signatures ~~of~~ by credible witnesses; and or  
8 (3) ~~the~~ signatures ~~of~~ by ~~the~~ designees of the principals pursuant to G.S. 10B-20(e).

9  
10 *History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*

11 *Eff. July 1, ~~2024~~, 2024;*

12 *Amended Eff. July 1, 2025.*

1 18 NCAC 07I .0207 is amended with changes as published in 39:13 NCR 830 as follows:

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3 **SECTION .0200 – JOURNAL BASICS**  
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5 **18 NCAC 07I .0207 ACTS INCLUDED IN JOURNAL**

6 ~~The journal shall contain entries by the notary public that document all notarial acts completed by the notary or~~  
7 ~~canceled. [A notary public or an electronic notary public shall make a separate entry for each notarial act performed~~  
8 ~~or canceled in the notary's journal, if any, or electronic notary's journal.]~~

9 (a) A traditional notary public who chooses to maintain a journal in accordance with the rules in this Chapter shall  
10 make a separate entry in the notary's journal for each notarial act performed or canceled.

11 (b) An electronic notary public shall make a separate entry in the notary's journal for each notarial act performed or  
12 canceled.

13  
14 *History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*

15 *Eff. July 1, ~~2024~~, 2024;*

16 *Amended Eff. July 1, 2025.*

1 18 NCAC 07I .0302 is amended with changes as published in 39:13 NCR 830 as follows:

3 **SECTION .0300 – GENERAL JOURNAL CONTENTS**

5 **18 NCAC 07I .0302 CONTENTS OF JOURNAL**

6 Notaries public who maintain a journal in compliance with the rules in this Chapter shall enter the following  
7 information in the journal for each notarial act:

- 8 (1) the date and time at the notary's location that the notarial act occurs;
- 9 (2) the name of each ~~principal;~~ principal and designee, if any;
- 10 (3) the type and mode of notarial act performed;
- 11 (4) the title of the document notarized, if any;
- 12 (5) how the identity of each principal was determined;
- 13 (6) if satisfactory evidence of the principal's identity was presented:
  - 14 (a) the type of satisfactory evidence;
  - 15 (b) the addresses of each ~~principal~~ principal:
    - 16 (i) as shown on any documents used as satisfactory evidence; and
    - 17 (ii) the address as stated by the principal if the principal indicates the address on the
    - 18 documents used as satisfactory evidence is incorrect;
  - 19 (c) where the satisfactory evidence was based on the sworn statement of a credible witness;  
20 witness in a traditional or in-person electronic notarial act:
    - 21 (i) the name of the credible witness;
    - 22 (ii) the contact information of the credible witness;
    - 23 (iii) the signature of the credible witness in a traditional notary's journal; or
    - 24 (iv) the signature of the credible witness has been added to the electronic journal by  
25 the notary;
- 26 (7) the signature of each principal ~~in a tangible journal or the notary's addition of each principal's~~  
27 ~~acknowledged signature to an electronic journal; as specified in Rule .0404 of this Subchapter;~~
- 28 (8) the address of the designee, if any;
- 29 ~~(8)(9)~~ information required by ~~18 NCAC 07K .0203~~ 18 NCAC 07D .0203 for any fees charged; and
- 30 ~~(9)(10)~~ designation of each notarial act as employer-related or non-employer related if the journal includes  
31 both categories of notarial ~~acts.~~ acts and which employer the notarial act is related to, if any.

33 *History Note:* Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;  
34 Eff. July 1, 2024. 2024;  
35 Amended Eff. July 1, 2025.

1 18 NCAC 07I .0303 is amended with changes as published in 39:13 NCR 830-831 as follows:

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3 **18 NCAC 07I .0303        ADDITIONAL JOURNAL CONTENTS FOR REMOTE ELECTRONIC**  
4 **NOTARIZATIONS**

5 In addition to the requirements of Rule .0302 of this Section, for each remote electronic notarial act completed, an  
6 electronic notary public shall enter in the journal:

- 7        (1) the locations of the principals and **electronic** notary at the time of the act;
- 8        (2) the method of establishing the location of the remotely located principals;
- 9        (3) the names of any individuals ~~who are physically present at the same place as the remotely located~~  
10 ~~principals; identified pursuant to 18 NCAC 07H .0609 and .0610; and~~
- 11        (4) ~~the names of any individuals in addition to the principals and those listed in Item (3) of this Rule~~  
12 ~~who are present remotely using the communication technology during the notarial transaction~~  
13 ~~process. the total number of [notarial acts.]~~ **oaths or affirmations administered to individual**  
14 **principals that do not include a principal signature in connection with each oath or affirmation.**
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16 *History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*  
17 *Eff. March 1, ~~2025~~. 2025;*  
18 *Amended Eff. July 1, 2025.*

1 18 NCAC 07I .0308 is amended as published in 39:13 NCR 831 as follows:

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3 **18 NCAC 07I .0308 JOURNAL SUPPLEMENTS**

4 A notary public may add supplemental information to a journal if:

- 5 (1) the notary ~~does not in any way change the original committed journal entry; and~~  
6 ~~(2)~~ specifies the journal entry to which the supplemental information ~~relates.~~ relates;  
7 ~~(2)~~ for an electronic notarial act or a remote electronic notarial act, the notary includes the applicable  
8 journal entry or session record identifier; and  
9 ~~(3)~~ the notary enters the names of the principals in the notarial session to whom the supplemental entry  
10 relates.

11  
12 *History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*

13 *Eff. July 1, ~~2024.~~ 2024;*

14 *Amended Eff. July 1, 2025.*

1 18 NCAC 07I .0404 is amended with changes as published in 39:13 NCR 831 as follows:

2  
3 **SECTION .0400 – ELECTRONIC JOURNAL REQUIREMENTS**  
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5 **18 NCAC 07I .0404 INCLUDING SIGNATURES IN JOURNAL**

6 A notary public who maintains an electronic journal shall ensure that:

- 7 (1) the principals acknowledge that their electronic signatures have been included in the journal as  
8 signed on the documents in the transaction;
- 9 (2) with regard to designees signing on behalf of a principal:
- 10 (a) the designee signs the principal's name ~~pursuant to G.S. 10B-20(e) as signed~~ on the  
11 documents in the transaction being notarized pursuant to G.S. 10B-20(e), and the notary  
12 then includes the signature in the journal; ~~or~~ and
- 13 (b) the designee signs his or her own name on the electronic notary solution for capture and  
14 the notary then includes the signature of the designee in the journal; and
- 15 (3) ~~the~~ any credible witness signs his or her own name on [the electronic notary solution] an electronic  
16 journal for capture and the notary then includes the signature of the credible witness in the journal.  
17 journal where the notarial act is in person.  
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19 *History Note: Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*  
20 *Eff. July 1, ~~2024~~ 2024;*  
21 *Amended Eff. July 1, 2025.*

1 18 NCAC 07I .0406 is amended with changes as published in 39:13 NCR 831 as follows:

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3 **18 NCAC 07I .0406      ~~PRE-POPULATED~~ ~~PRE-FILLED~~ DATA TO BE CONFIRMED BY NOTARY**  
4 **PUBLIC**

5 A notary public may enter the information listed in Rules .0302 and .0303 of this Subchapter in an electronic journal  
6 by:

- 7       (1)       reviewing each individual item of information offered as an option or by ~~pre-population; pre-filling;~~  
8               and  
9       (2)       confirming that offered information is accurate by selecting:  
10           (a)       the offered information; or  
11           (b)       the accurate item from among other options ~~offered.~~ offered; or  
12       (3)       correcting an incorrect item.

13  
14 *History Note:     Authority G.S. 10B-4; 10B-38; 10B-126; 10B-134.15; 10B-134.21;*  
15 *Eff. March 1, ~~2025.~~ 2025.*  
16 *Amended Eff. July 1, 2025.*