

The Notary news



The North Carolina Department of
The Secretary of State, Elaine F. Marshall

STAY SAFE + HEALTHY,
NC NOTARIES!



Message from Secretary Elaine Marshall

I hope everyone had a nice Memorial Day weekend and were able to enjoy some good food and fun times with friends and family (via zoom or social distancing of course!).

Memorial Day is a time for us to remember those who sacrificed their lives while serving in the armed forces, as well as the active military men and women who are serving our country now with great honor. This year, service and heroism is also about our valiant medical providers, first responders, living center staff, grocery store workers, and many other essential workers.

I know our plants and gardens need it, but all of the rain we've had this month has been giving me cabin fever and making me feel like I'm a contestant on the reality show "Survivor". So I thought why not show off these glasses in an outfit that represents my sentiments exactly. Animal print never goes out of style!

Wow, have you all been active with your questions on our Facebook group and sending us questions via email. We appreciate the questions and the feedback, and we do our best to answer as many as we can.

I encourage you to re-read past newsletters and Facebook posts for some of the answers to your great questions. Also, refer to your 2016 Notary Manual for extensive explanations. Some of you are new to the notary world, while others have been performing notarizations for more than 20 years. I really love how this community that's been built digitally, has stepped up to help one another.

Our office has heard from some of you sharing that you have had a chance to perform temporary emergency video notarizations. That's great news! We also hope you take the time to hop on the Secretary of State's website (<https://www.sosnc.gov/divisions/notary>) to view the resources available to you. These include the "how-to" video, the journal template (remember journals are now required under the new law) and other documents to help you perform your duties.

Let us know how we can continue to be helpful to you in performing emergency video notarizations or anything else. As we head into the summer, continue to stay safe and healthy, and be sure to practice social distancing.

Elaine J. Marshall

Please send in your tips, practice ideas, and questions for us
at notarynews@sosnc.gov.



Fast Five Q &A

Q: From our Facebook group: My renewal is up, and I don't want to get behind. Is there anything different I need to do during the coronavirus pandemic?

There aren't any changes to the normal process to renew your commission. However, we do ask for your patience during this time. Use this link to log on to the Secretary of State's website: https://www.sosnc.gov/Online_Services/Account/Sign_In?ReturnUrl=%2Fonline_services%2Fnotary%2Freappointment to begin the process of reappointment.

You should hear back from us within 10-15 business days. If you have any questions or are experiencing issues during the registration process, please email us at notary@sosnc.gov or call customer service at (919) 814-5400 during normal business hours.

Q: Another North Carolina notary asked on our Facebook group: Hi, so I received my okay for reappointment, but I need to take my oath. I called the Register of Deeds office and was informed that all appointments are booked thru June 30th. This is going to take me past the 45 days to appear before the Register of Deeds. What happens now?

Don't worry. The time to appear before the Register of Deeds has been extended. We have notified the Register of Deeds that we have many commissioned or re-commissioned notaries since March 10 (the date of the statewide stay-at-home order), who have not taken their oath.

The legislation that was signed into law on May 4 gives these 900 notaries an extra 45 days to take their oath. Any notary commissioned through July 31, 2020 will also have 90 days to take his or her oath with the Register of Deeds office. Here is a link to where all 100 registers of deeds offices can be found: <http://www.ncard.us/find-your-register-of-deeds/>.

Q: A notary asked us this question via email: I heard from a fellow notary that we are required to keep a journal for video notarizations. Is that accurate?

Yes. In the Emergency Video Notarization Guidelines under the new law, notaries are required to keep a journal. We have added a journal template on our website for you to use (https://www.sosnc.gov/divisions/notary/Emergency_Video_Notarization)

Be sure to include these items in your journal:

- a. Time of day when the notary observed the signing of the document by each principal and was presented with the principal's acceptable form of identification
- b. Date of the completion of the emergency video notarization notarial certificate
- c. Last and first name of the principal signer
- d. Type of notarial act performed
- e. Type of document notarized or proceeding performed
- f. Type of acceptable form of identification presented including, if applicable, issuing agency and identification number on the identification presented
- g. Type of video conference technology used during the emergency video notarization
- h. Statement that the notary and each principal signer could see and hear each other
- h. Whether other persons were present in the room with the principal signer(s) and if so, the name of that person(s).

The notary may want to include other documentation in the journal such as:

- i. An electronic recording using the video conference technology's recording and storage services, a video recording of the video conference using an independent recording device like a Smart Phone, or electronically-saved screen shots of the transaction that clearly shows the face of each participant, any identification presented, and the notarized documents(s). This may be required by some interested parties to transactions, i.e. title insurance companies, mortgage lenders, or others
- j. How the notary public confirmed that the document signed by the principal signer(s) during the emergency video notarization is the same as the one presented.

Q: Another question came to us on Facebook: Hello, everyone! I need to get my renewal done soon. What version book do I need to get and from what trusted vendor?

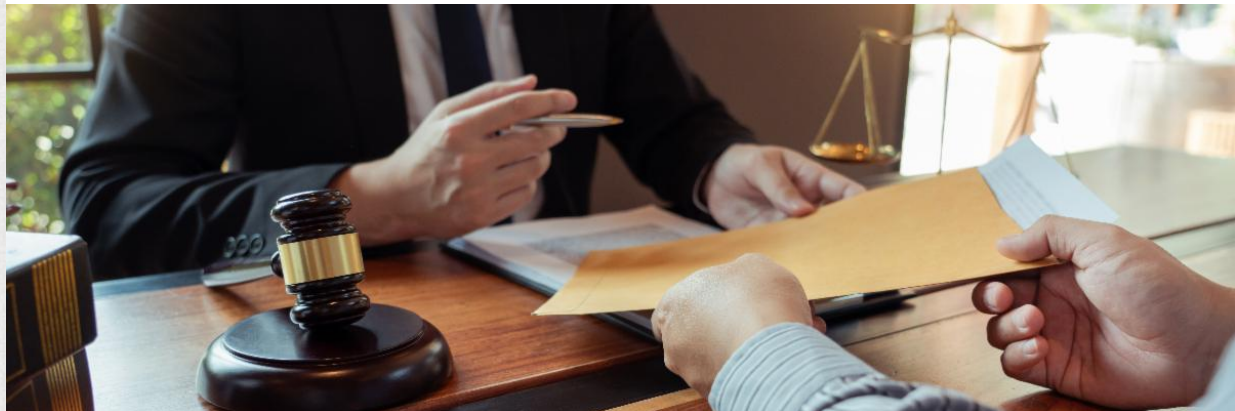
The latest version of the manual you will need is the 2016 North Carolina

Notary Public Manual. You can purchase it from the UNC School of Government at <https://www.sog.unc.edu/publications/books/north-carolina-notary-public-manual-2016-print-version> or any number of bookstores including Barnes and Noble and Amazon.

Q: From Facebook again: I have a quick question. I have someone who is trying to get documents notarized very quickly. I am a certified eNotary. Do I charge my rate of \$10?

The answer is yes. Electronic notaries are allowed to charge \$10 per signature. Regular commissioned notaries are allowed to charge up to \$5 per signature.

Do you have a question you'd like us to answer for the **Fast Five**? Let us know. Email us your question at notarynews@sosnc.gov.



Notarization Explained in Eight Simple Steps

We get lots of questions from notaries on social media and email who are trying to make sure that you are notarizing documents correctly. We appreciate the fact that you are diligent in your quest to get things right.

As a public official of the State of North Carolina, it is your duty to make sure you are performing your notarizations with accuracy. The public and the commerce transactions of our state are depending upon the notaries all across the state to take your role seriously.

We are here to be a resource for you whether you are a new notary or a seasoned one. Even if you think you know all there is to know, it's good to refresh yourself. So let's take a step back and go through the Eight Simple Steps you need to do for your notarial act. We will tackle them one at a time in each newsletter.

The **First Step** really goes without saying:

Step 1: Require the Personal Appearance of the Principal Signer(s) of the Document

In order for you to perform a notarial act, the principal must appear before you in person with the specific document that they need for you to notarize. If they cannot get to you in person (or via temporary video notarization), then you need to decline the request.

General Statute [10B-20(c)(1)] states that a notary shall NOT perform a notarial act if any of the following apply. "The principal or subscribing witness is not in the notary's presence at the time the notarial act is performed. However, nothing in this Chapter shall require a notary to complete the notarial certificate attesting to the notarial act in the presence of the principal or subscribing witness".

While the new law allows you to perform temporary video notarizations, the principal still needs to appear before you even if it is from computer to computer. Never allow a person needing something notarized to convince you that he or she doesn't need to be in front of you. If you are accused of performing a notarial act without requiring personal appearance, you could be charged with a Class 1 misdemeanor. It's not worth the risk.

If you have additional questions about this or other subject matters, our office is available to answer them. Reach out to us at notary@sosnc.gov.

https://www.sosnc.gov/online_services/notary/find_a_notary

Secretary of State
Elaine F. Marshall

Home | I Want To... | Divisions | Topics | Online Services

Secretary of State » Notary » Find a Notary

Find a Notary

Current Notaries Register for Find A Notary

To find registered Notaries near you click search and allow tracking below or enter an address and click search, then use the filter button to display the Notary results.

To find registered Notaries near you, enter a location and click "Search":

2 South Salisbury ST

City: Raleigh | State: North Carolina | Zip: Zip Code

Search | Locate Near Me | Filter

Map pins are only shown for registered Notaries who choose to provide an address. Use the map or buttons to view Notary info.

Browse Notary

- Become a Notary
- Notary Reappointment
- Notary Public Manual
- Find a Notary
- Electronic Notary
- Enforcement and Complaints
- Frequently Asked Questions
- Notary/eNotary & eCommerce Resources

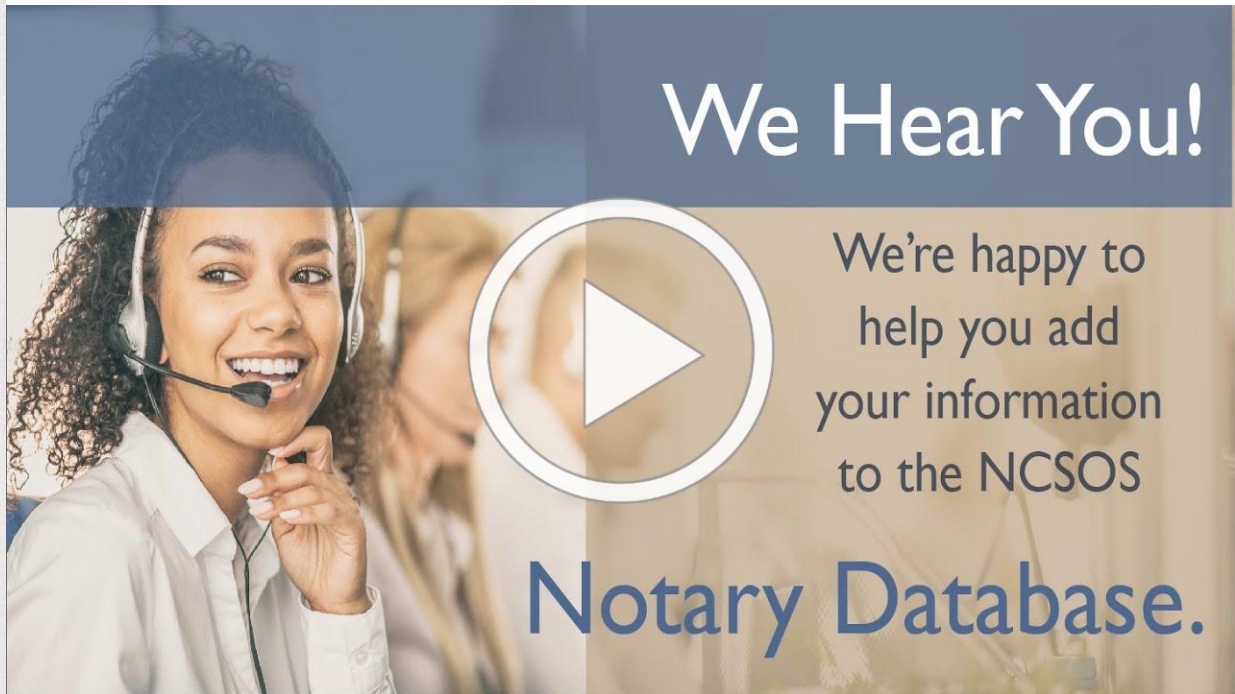
Find A Notary

As we add more and more notaries to our rolls, we want to make you aware of the FIND A NOTARY database located on the Secretary of State's website. This is a place where you can voluntarily add your own information so members of the public can find you when they are in need of your notarial

services.

We put together this step-by-step instructional video, *We Hear You* (below) on how to add your name to the Find a Notary Database.

If you have questions, please feel free to send an email to notary@sosnc.gov.



We Hear You!

We're happy to help you add your information to the NCSOS

Notary Database.



NC Notary Facebook Group

Have you joined the notary Facebook group *The North Carolina Notary Network* yet? Well, what are you waiting for? More than 5,186 notaries around the state have signed up to join us. If you haven't yet, come join!

The purpose of the group is to connect notaries across the state as well as to share information.

Click [here](#) to join today!



20 Ideas to Maintain and Improve Your Mental Health During Quarantine

(excerpts from the list of 42 written by John Calderon of NEOGOV.com)

1. Send a handwritten card, postcard or letter to someone you miss.
2. Use video chat to host a virtual happy hour and make cocktails together.
3. Invite friends or family to a [Zoom](#) dinner party. You can all make or order the same cuisine. Take it to the next level by adding a wine or cocktail pairing to each course.
4. Start a movie club with friends – pick one movie per week to watch and then discuss on video chat at a specified time.
5. **Check out e-books from your local library** using apps like [Libby](#) or [Overdrive](#). Start a book club with friends and family to discuss the stories.
6. **Play games online with friends and family.** Download apps like [Houseparty](#) or mobile versions of Yahtzee and Boggle. Screencast the [Jackbox](#) multiplayer game platform on a Zoom

- meeting and complete actions from your own smartphone.
7. Make a list of paths, trails, or parks to explore weekly if they are currently open to the public.
 8. Play "I Spy" while out on walks. Pick one color or item (e.g., anything yellow or a specific type of car) to tally up. Take pictures to share with friends on your Instagram story.
 9. Go for a drive in an area with scenery or architecture you like, or find a new spot to explore. This is also a good excuse to start your car at least once a week to keep up its maintenance.
 10. **Try a new form of exercise** or build up your skill in something you've already started. Try YouTube or other online classes, download apps like [Nike Run Club](#) or [My Fitness Pal](#) to stay on top of your steps, calories burned, and more.
 11. Get in contact with old friends and family. It might be the ideal time to rekindle a relationship that fell by the wayside because you were both too busy before.
 12. **Learn a new language** with apps like [Duolingo](#). Challenge a friend or family member to do it with you!
 13. YouTube is filled with do-it-yourself how-tos; [learn how to fix things around the house](#) or create new items for home improvement.
 14. Try solo games that make you think, distract you from anxiety, or otherwise tease your brain, like crosswords or puzzles.
 15. Cook and bake! Make an old family recipe that brings back great memories, or try new dishes you find online or from friends. Bonus points if you start with ingredients that are already in your fridge or pantry.
 16. Have an at-home spa day – do a hair treatment, give yourself a manicure or pedicure, soak your feet, wear a face mask, and listen to soothing music.
 17. Start a garden or collection of plants and flowers. Begin with succulents – which only need to be watered once or twice a month – if you want something low maintenance, or plant vegetables if you have the space.
 18. **Engage with music.** Explore the discography of an artist or band you like, but only know a couple of songs by. Look for [playlists designed to brighten the mood](#), or curate your own to share with loved ones. Check out classical music if you're looking for something to help you relax.
 19. Look up your favorite performers to see if they are doing online shows. Though all concerts, live shows, and plays are on hold for the foreseeable future, many musicians, actors, comedians, and other performers are staging online entertainment.
 20. Get artsy. Take an art class online, sketch your surroundings, or if you're not artistically inclined, a coloring book can still be great fun. Paint-by-number kits or apps like [Zentangle](#) are also easy and fun ways to show your artistic side.

NC Secretary of State's Office
www.sosnc.gov | 919-814-5400 |
notarynews@sosnc.gov

