

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
ALABAMA	None	Notary must keep a "fair register;" no further specifications are provided.	Protest - \$1.50 plus postage Oath, certificate and seal - \$.50 Acknowledgment, certificate and seal - \$.50 Copies from register - \$.20 for each 100 words Each certificate and seal to such copy - \$.25 Any other certificate and affixing seal of office - \$.50	
ALASKA	Personal knowledge, or government-issued ID containing the photograph and signature of the person signing, or government -issued ID containing the signature of the person signing without a photograph and another valid identification containing the photograph and signature of the person signing.	Notaries public are not required to keep a journal. You are not required by law to keep a permanent record of your notary acts; however, the Notary Public Office cannot emphasize enough the importance of recording every notarization you complete. If a notarized document is lost or altered, or if certain facts about the transaction are later challenged, the journal becomes valuable evidence. It can both protect the rights of citizens and help you defend yourself against false accusations.	No stated fees, but a fee schedule must be posted. Limited Governmental Notaries may not charge.	
ARIZONA	Identification may be made through personal knowledge; current valid ID card issued by U.S. government or state; or by a credible person.	A paper journal with consecutively numbered pages is required.	Affidavits/jurats - \$2 per signature Acknowledgments - \$2 per signature Copy certification - \$2 per page Oaths/affirmations without a signature - \$2.	

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ARKANSAS	The notary's greatest responsibility is to be certain of the identity of each person whose signature he/she will notarize. A good guide is to require some form of proper identification unless the notary is personally acquainted with the person whose signature is to be notarized.	Although not required by law, the notary should keep a notary register.	For protest and record of same, five dollars (\$5). For each notice of protest, five dollars (\$5). For each certificate and seal, five dollars (\$5).	
CALIFORNIA	Satisfactory Evidence, meaning: (a) the absence of any information, evidence, or other circumstances which would lead a reasonable person to believe that the person making the acknowledgment is not the individual he or she claims to be; and: (b1) one credible witness personally known to the notary or (b2) the oath under penalty of perjury of two credible witnesses ID'd by the notary or (b3) California state ID or driver's license or U.S. passport, issued within the last 5 years or (b4) foreign passport; other state, Canadian or Mexican ID or driver's license; Armed Forces ID card; or inmate ID card, issued within last five years and containing photo and description. Effective 01-01-2008, personal knowledge is no longer acceptable as a means of identification.	One active sequential journal, secured, recording: (a) Date, time, and type of each act. (b) Character of instrument. (c) Signature of each person whose signature is being notarized. (d) Means of identifying customer: Satisfactory evidence with signature of credible witness if used or type of ID with governmental agency issuing the ID, serial or identifying number of ID, and the date of issue or expiration of ID. (e) Type of ID. Identifying numbers of ID and dates of issuance or expiration of ID of credible witnesses if used. (f) Notarial fee. (g) Right thumbprint If the document to be notarized is a deed, quitclaim deed, deed of trust affecting real property, or a power of attorney - does not apply to a trustee's deed resulting from a decree of foreclosure or a nonjudicial foreclosure pursuant to Section 2924 of the Civil Code, nor to a deed of reconveyance.	Acknowledgment - \$10 per signature Oath - \$10 per person Deposition - \$20 plus \$5 for oath and \$5 for notary's certificate Protest - \$10 Serving notice of protest - \$5 Recording protest - \$5 No fee may be charged to notarize signatures on absentee ballot identification envelopes or other voting materials. Certifying copy of POA - \$10 No fee may be charged to a United States military veteran for notarization of an application or a claim for a pension, allotment, allowance, compensation, insurance, or any other veteran's benefit.	

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<p>COLORADO</p>	<p>Personal knowledge, or "satisfactory evidence" that includes but is not limited to the sworn statement of a credible witness personally known to both the notary and the customent, or a current identification card or document issued by a federal or state governmental entity containing a photograph and signature of the individual who is so named.</p>	<p>Record only acknowledgments to instruments affecting the title to real property, unless the notary's firm or employer, in the regular course of business, keeps the documents s/he notarizes, or copies of them, the notary is not required to make a journal entry. The Secretary recommends that notaries keep records of all their official acts. The Secretary also recommends that the notary have each client sign the journal at the time of the notarization.</p> <p>The journal may contain:</p> <p>(a) Type and date of the notarial act.</p> <p>(b) Title or type of document or proceeding notarized and the date of such document or proceeding, if different.</p> <p>(c) Name and signature of each person whose oath, affirmation, acknowledgment, affidavit, declaration, deposition, protest, verification, or other statement is taken.</p> <p>(d) Any other information the notary considers appropriate to record that concerns the notarial act.</p>	<p>The fees of notaries public may not exceed \$5 for each document attested by a person before a notary. The fee for each such document shall include the following incidental services of such notary:</p> <p>(a) Identifying person;</p> <p>(b) Administering oath or affirmation to person; and</p> <p>(c) Signing and sealing a certificate or statement of such notary that is included in or attached to such document and evidences that the document was attested before such notary.</p> <p>(2) In lieu of that fee, a notary public may charge a fee, not to exceed \$10, for the notary's electronic signature.</p>	

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CONNECTICUT	<p>Signer must provide the notary with at least two forms of identification containing the individual's signature, at least one of which should also have the photograph of the signer or a physical description.</p> <p>If an individual requesting notarial services does not have satisfactory forms of identification, identity can be established by the oath or affirmation of a credible witness.</p>	<p>Notaries are not required to maintain a journal of their notarial acts. However, it is the very strong recommendation of the Office of the Secretary of the State that they do so. The journal is a record of the notarial acts performed and could be vital in protecting the notary from possible liability. The journal should be a bound book to prevent loss or substitution of pages, and the notary should record the following information for each transaction:</p> <ul style="list-style-type: none"> (1) the date and time of the notarial act; (2) the nature or type of notarial act performed; (3) a description of the document or proceeding; (4) the signature, printed name and address of each person for whom a notarial act is performed; (5) the method by which a person's identity has been determined; (6) the fee, if any is charged; and (7) the place where the notarial act was performed. 	<p>Effective July 1, 2000, the fee for any act performed by a notary public, in accordance with the provisions of the general statutes, is five dollars (\$5.00) plus an additional thirty-five cents (\$.35) for each mile traveled.</p>	
DELAWARE	<p>Seal and powers.</p> <p>The notary shall have a seal and shall exercise the powers and perform the duties belonging to that office. The notary shall also have power to take the acknowledgment of deeds and other instruments. The notary public must ensure, by requiring identification through use of a driver's license, personal identification by someone known to the notary or other appropriate means, that the individual whose presence and signature is being</p>	None	<p>Fees for services.</p> <ul style="list-style-type: none"> (a) The maximum fee any notary public can charge for any notarial act is \$5. (b) The fees prescribed in this section shall be the maximum fees to be charged by any notary public and, upon violation hereof, the Governor may revoke the commission of such notary and such notary shall not be reappointed within a period of 2 years. (c) Any notary public may choose 	

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DELAWARE (continued)	<p>certified is in fact the person he or she claims to be.</p> <p>Definitions</p> <p>(3) "Identification document" shall mean a current identifying instrument that contains the following elements:</p> <ul style="list-style-type: none"> a. The signer's photograph; b. The signer's personal description and signature; c. An official seal; and d. An identifying number. <p>Notarial Acts</p> <p>(f) A notarial officer has satisfactory evidence that a person is the person whose true signature is on a document if that person:</p> <ul style="list-style-type: none"> (1) Is personally known to the notarial officer; (2) Is identified upon the oath or affirmation of a credible witness personally known to the notarial officer; or (3) Is identified on the basis of identification documents. 		<p>to waive any fee for any notarial act.</p> <p>No notary public shall charge any person serving in the armed forces of the United States, or a veteran of any war, or the widow or children of a soldier, or soldier's parents, or widower or other relative of any person in the armed services the fee provided by law when an acknowledgment, oath or affirmation is taken in connection with any paper or papers required to be executed by the Veterans Administration or in support of any claim or other papers connected with or referring to the service of any male or female now serving or who hereafter may serve or who, in the past, has served in the armed forces of the United States</p>	
DISTRICT OF COLUMBIA	<p>Satisfactory proof. Recommended forms of ID are driver's license, passport, or employee ID card. Test of whether ID has been satisfactorily met remains with the notary.</p> <p>Secretary's office says, "Use common sense and good judgment."</p>	<p>A "fair record" is required.</p> <p>No physical specifications.</p>	<p>\$2 for each notarial act.</p>	

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<p>FLORIDA</p>	<p>Reasonable reliance on the presentation to the notary public of any one of the following forms of identification, if the document is current or has been issued within the past 5 years and bears a serial or other identifying number:</p> <ul style="list-style-type: none"> a. A Florida identification card or driver's license issued by the public agency authorized to issue driver's licenses; b. A passport issued by the Department of State of the United States; c. A passport issued by a foreign government if the document is stamped by the United States Immigration and Naturalization Service; d. A driver's license or an identification card issued by a public agency authorized to issue driver's licenses in a state other than Florida, a territory of the United States, or Canada or Mexico; e. An identification card issued by any branch of the armed forces of the United States; f. An inmate identification card issued on or after January 1, 1991, by the Florida Department of Corrections for an inmate who is in the custody of the department; g. An inmate identification card issued by the United States Department of Justice, Bureau of Prisons, for an inmate who is in the custody of the department; h. A sworn, written statement from 	<p>None</p>	<p>Acknowledgments - \$10 Oaths and Affirmations - \$10 Affidavits - \$10 Photocopy Certifications - \$10 Safe Deposit Box Contents Certifications - \$10 Vehicle Identification Number Verifications - \$10 Marriage Solemnizations - \$20</p>	

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FLORIDA (continued)	<p>a sworn law enforcement officer that the forms of identification for an inmate in an institution of confinement were confiscated upon confinement and that the person named in the document is the person whose signature is to be notarized; or</p> <p>i. An identification card issued by the United States Immigration and Naturalization Service.</p>			
GEORGIA	<p>Powers and duties generally</p> <p>(e) In performing any notarial act, a notary public shall confirm the identity of the document signer, oath taker, or affirmant based on personal knowledge or on satisfactory evidence.</p>	Recommended, but not required.	<p>Fees of notaries</p> <p>(a) The fees of notaries public shall be as follows:</p> <p>(1) Administering an oath in any case.....\$ 2.00</p> <p>(2) Each attendance on any person to make proof as a notary public and certifying to same. 2.00</p> <p>(3) Every other certificate. 2.00</p> <p>(b) It shall not be lawful for any notary public to charge a greater sum than \$4.00 for each service performed. Said sum shall include a fee of \$2.00 for performing the notarial act and a fee of \$2.00 for an attendance to make proof as a notary public and certifying to same if such certification, which shall be issued by the clerk of superior court of the county in which the notary public was appointed or the Georgia Superior Court Clerks' Cooperative Authority, is required. Registering shall be paid for by the party who has the service performed. The fee for all official acts which the notary may perform shall be the same as those prescribed for other officers who are likewise</p>	<p>Seal of office</p> <p>(b) It shall be unlawful for any person, firm, or corporation to supply a notary public seal to any person unless the person has presented the duplicate original of the certificate commissioning the person as a notary public. It shall be unlawful for any person to order or obtain a notary public seal unless such person is commissioned as a notary public.</p>

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GEORGIA (continued)			permitted to perform them. (c) A notary public need not charge fees for notarial acts. (d) A notary public shall inform the person requesting any notarial act, prior to performing the act, the fees permitted for each act.	
HAWAII	Some evidence of identity should be required by the notary. The notary should then ascertain whether the person thoroughly understands the nature and content of the document to be notarized. ... Before certifying an acknowledgment, a notary must either have personal knowledge of the individual who makes it, or be satisfied of his identity by thorough precaution (e.g., checking identification cards).	A notary public is required to keep a record book that shall show: <ul style="list-style-type: none"> • The type, date, and time of day when the notary acted in his official capacity • The parties to the instrument • The persons acknowledging, verifying, etc. the instrument before him • The date of the instrument • Some memorandum as to the nature of the instrument being notarized. It is also a good idea for a notary to have each constituent sign in the record book; and if the notary does not personally know the constituent, it is a good idea for the notary to record in the record book the type of identification and card number that the notary examined to satisfy himself or herself of the constituent's identity.	The maximum fees that may be charged by a notary for notarial acts are: <ul style="list-style-type: none"> • For noting a protest, \$5 • For each notice and certified copy of protest, \$5 • For every deposition or official certificate or copy thereof, \$5 • For administration of oath, including the certificate of such oath, \$5 • For affixing the certificate of such oath to every duplicate original instrument beyond four, \$2.50 • For taking any acknowledgment (original plus one duplicate original), \$5 • For affixing the certificate of such acknowledgment to every duplicate original beyond the first copy, \$2.50 • For administration of oath of loyalty, no charge 	

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IDAHO	<p>The notary must be certain that the person who appears is in fact the person whose signature is on the document, either by personally knowing the signer, by the sworn identification of the signer by a person known to the notary, or by presentation by the signer of satisfactory identification such as a photo-bearing driver's license, military identification card, or passport.</p>	<p>Recommended, but not required.</p>	<p>(1) A notary public may, for any notarial act, charge a fee not to exceed two dollars (\$2.00).</p> <p>(2) In addition to the fee, a notary public may be compensated for actual and reasonable expense of travel to a place where a notarial act is to be performed.</p> <p>(3) An employer shall not require a notary public in his employment to surrender to him a fee, if charged, or any part thereof. An employer may, however, preclude such notary public from charging a fee for a notarial act performed in the scope of his employment.</p>	
ILLINOIS	<p>5 ILCS Ch. 312</p> <p>§ 6-102. Notarial Acts.</p> <p>(d) A notary public has satisfactory evidence that a person is the person whose true signature is on a document if that person:</p> <p>(1) is personally known to the notary;</p> <p>(2) is identified upon the oath or affirmation of a credible witness personally known to the notary; or</p> <p>(3) is identified on the basis of identification documents.</p>	<p>None</p>	<p>§ 3-104. Maximum Fee.</p> <p>(a) Except as provided in subsection (b) of this Section, the maximum fee in this State is \$1.00 for any notarial act performed.</p> <p>...</p> <p>(d) All notaries public must provide receipts and keep records for fees accepted for services provided. Failure to provide receipts and keep records that can be presented as evidence of no wrongdoing shall be construed as a presumptive admission of allegations raised in complaints against the notary for violations related to accepting prohibited fees.</p>	

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INDIANA	Identification card (driver's license); another person identifying the party requesting notarization. If neither option is available or satisfactory, the notary may ask the person to take an oath as to his/her identity.	Recommended but not required.	\$2.00 per individual notarization	
IOWA	Personal knowledge; Current valid ID card (driver's license, etc.); Credible witness.	Recommended, but not required.	Notary may charge a "reasonable fee."	
KANSAS	K.S.A. 53-503. Notarial acts (f) A notarial officer has satisfactory evidence that a person is the person whose true signature is on a document if that person is (1) personally known to the notarial officer, (2) identified upon the oath or affirmation of a credible witness personally known to the notarial officer or (3) identified on the basis of identification documents.	None	None There is no statutory fee schedule in Kansas that a notary public must follow, nor is there a prohibition against a notary public charging a fee. A notary may charge a reasonable fee for the performance of a notarial act.	
KENTUCKY	A notary should examine the I.D. for three features: 1. A photo of the bearer 2. Accurate physical description of the bearer 3. Signature of the bearer	Required for protests; recommended for all other notarial acts.	Acknowledgments - \$0.50 Oaths and certificate thereof- \$0.20 Protests - \$0.25 Recording notarial act in journal - \$0.75 Notarizing votes of absentee ballots - \$0.50 All other notarial acts - \$0.50	

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<p>LOUISIANA</p>	<p>None</p>	<p>Not required. All notaries are required to file annual reports with the Secretary of State.</p>	<p>No set fees.</p>	
<p>MAINE</p>	<p>"Make sure the signer provides proper identification to ensure identity. "Good ID" would be a form of identification with a photograph or physical description. Credit cards or social security cards are not "good" forms of identification as these documents have no physical descriptions of the holders, but rather only the signatures."</p>	<p>Not required. However, a Notary Public is required to keep and make a record of all marriages performed (see 19-A M.R.S.A., Section 654). The Secretary of State strongly recommends that Notaries Public maintain a record of all notarial acts.</p>	<p>"There is no schedule of fees that a Notary Public must charge. The only statutory reference to fees is found in 4 M.R.S.A. Section 958 which specifies a charge of \$1.50 in the course of a lawsuit to provide for the notification of parties, making of certificate and recording the proceedings. "For other services, the Notary Public may determine the fees to be charged. Given the fact the citizens of the State of Maine are placing trust in Notaries Public when seeking their services, it would be most inappropriate to charge fees which are unreasonable or unfair."</p>	
<p>MARYLAND</p>	<p>Obtain satisfactory proof of the identity of the person signing the document. Satisfactory proof is that amount of proof which is sufficient to convince the notary public that the person making the acknowledgment is the person described in the document, and the one who executed it. A good rule for a notary public to follow would be to require such proof of identification as he or she would require to cash a very large check for that person.</p>	<p>Maryland notaries are required to keep a fair register of all notarial acts, including the name and address of the customer, the date the customer appeared, the method of identifying the customer, the type of notarial act, the type of document involved, the fee charged, and the signature of the person signing the document.</p>	<p>\$2 for each original notarial act; \$2 for each signature on an original notarized document; \$1 for each signature on each copy of the original notarized document; \$1 per page for photocopies of notarized documents and entries in the fair register. Additionally, Maryland notaries may charge 31 cents per mile and a fee not to exceed \$5 for travel required for the performance of a notarial act.</p>	

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<p>MASSACHUSETTS</p>	<p>Credible witness; Personal knowledge; or Identification document containing the name of the issuing agency, a serial or identification number, (includes Social Security Number) and a date of issuance or expiration.</p>	<p>(a) A notary shall keep, maintain, protect, and provide for lawful inspection a chronological official journal of notarial acts that is a permanently bound book with numbered pages, except as otherwise provided in this section.</p> <p>(b) A notary public shall keep no more than one active journal at the same time.</p> <p>(c) For every notarial act except for the issuance of summons or subpoenas, or the administration of an oral oath, the notary public shall record in the journal at the time of the notarization the following:</p> <p>(1) the date and time of the notarial act, proceeding, or transaction;</p> <p>(2) the type of notarial act;</p> <p>(3) the type, title, or a description of the document, transaction, or proceeding. If multiple documents are signed by the same principal in the course of a transaction or during a single date (i.e. real estate closings, mortgage discharges, state laboratory drug analysis certificates, etc.), a single journal entry shall be sufficient;</p> <p>(4) the signature, printed name, and address of each principal and witness;</p> <p>(a) If a principal or witness tells the notary that he or she is a battered person, the notary shall make a note in the journal that the person's address shall not to be subject to public inspection.</p> <p>(5) description of the satisfactory</p>	<p>\$1.25 for noting and recording a document.</p> <p>No more than \$2.00 for protesting commercial paper.</p>	

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<p>MASSACHUSETTS (continued)</p>		<p>evidence of identity of each person including:</p> <p>(a) a notation of the type of identification document, the issuing agency, its serial or identification number, and its date of issuance or expiration;</p> <p>(i) If the identification number on the document is the person's Social Security number, instead of including the number, write in the words "Social Security number" or the acronym "SSN"; or</p> <p>(b) a notation if the notary identified the individual on the oath or affirmation of a credible witness or based on the notary's personal knowledge of the individual;</p> <p>(6) the fee, if any, charged for the notarial act; and</p> <p>(7) the address where the notarization was performed.</p> <p>(d) A notary public shall not record a Social Security or credit card number in the journal.</p> <p>(e) A notary public shall record in the journal the circumstances for not completing a notarial act.</p> <p>(f) A journal shall be recommended as the best practice, but not required, for a notary public who is an attorney licensed to practice law in the Commonwealth of Massachusetts or employed by such attorney. This Executive Order shall not be construed in any way to impair or infringe in any way on the attorney-client privilege or the attorney work product doctrine.</p>		

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MICHIGAN	<p>If you do not personally know the individual who is requesting a notarial act, ask to see a driver license, passport or state issued personal identification card.</p> <p>You can also identify an individual upon the oath or affirmation of a credible witness if you personally know the witness and the witness personally knows the individual.</p>	<p>Michigan Notary Public Act requires a notary to maintain all records of a notarial act for at least five (5) years. A notary also is required to provide copies of those records upon the request of the Department of State. However, the law does not describe the type of record that must be kept or what must be included in a record.</p> <p>A notary public is not required to keep a journal, but many notaries find journals to be an effective method for keeping records. If you keep a journal, it is recommended that you record the signer's name, identification presented, date, type of document and other information you deem pertinent to the transaction.</p>	<p>Michigan Notary Public Act provides that a notary public may charge up to \$10.00 for performing a notarial act. Additional fees for travel may be negotiated between the notary and the client prior to the commencement of the travel.</p>	
MINNESOTA	<p>Subd. 6. Satisfactory evidence. A notarial officer has satisfactory evidence that a person is the person whose true signature is on a document or electronic record if that person</p> <p>(i) is personally known to the notarial officer,</p> <p>(ii) is identified upon the oath or affirmation of a credible witness personally known to the notarial officer, or</p> <p>(iii) is identified on the basis of identification documents.</p>	<p>While Minnesota law does not require a journal, it is prudent of a notary public to keep one. The journal is to record all notarial acts performed, which could include the date and time of the act, the type of act, a description of the document, signature of each principal and circumstances for not completing a notarial act.</p>	<p>(1) For protest of nonpayment of note or bill of exchange or of non-acceptance of such bill, where protest is legally necessary, and copy thereof, \$1;</p> <p>(2) For every other protest and copy, \$1;</p> <p>(3) For making and serving every notice of nonpayment of note or non-acceptance of bill and copy thereof, \$1;</p> <p>(4) For any affidavit or paper for which provision is not made herein, \$1 per folio, and 20 cents per folio for copies;</p> <p>(5) For each oath administered, \$1;</p> <p>(6) For acknowledgments of deeds and for other services authorized by law, the legal fees</p>	

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MINNESOTA (continued)			allowed other officers for like services; (7) For recording each instrument required by law to be recorded by the notary, \$1 per folio.	
MISSISSIPPI	Satisfactory evidence "Satisfactory evidence of identity" means identification of an individual based on: (1) at least one current document issued by a federal, state, or tribal government agency bearing the photographic image of the individual's face and signature and a physical description of the individual, though a properly stamped passport without a physical description is acceptable; or (2) the oath or affirmation of one credible witness unaffected by the document or transaction who is personally known to the notary and who personally knows the individual, or of two (2) credible witnesses unaffected by the document or transaction who each personally knows the individual and shows to the notary documentary identification as described in Subparagraph (1) of this section.	Journal of Notarial Acts (1) A notary shall keep, maintain, protect, and provide for lawful inspection a chronological official journal of notarial acts a permanently bound book with numbered pages; (2) A notary shall keep no more than one active journal at the same time. Entries (1) For every notarial act, the notary shall record in the journal at the time of notarization at least the following: (a) the date and time of day of the notarial act; (b) the type of notarial act; (c) the type, title, or a description of the document or proceeding; (d) the printed name and address of each principal; (e) the fee, if any, charged for the notarial act; (f) the address where the notarization was performed if not the notary's business address; and (g) if the principle is not personally know to the notary may require, the signature of the principal and the evidence of identity of each principal, in the	Imposition and Waiver of Fees (1) For performing a notarial act, a notary may charge the maximum fee specified in Section 302, charge less than the maximum fee, or waive the fee. (2) A notary shall not discriminatorily condition the fee for a notarial act on the attributes of the principal as delineated in Section 203, though a notary may waive or reduce fees for humanitarian or charitable reasons. Fees (1) The maximum fees that may be charged by a notary for notarial acts are: (a) for acknowledgments, five dollars (\$5.00) per signature; (b) for oaths or affirmations without a signature, five dollars (\$5.00) per person; (c) for jurats, five dollars (\$5.00) per signature; (d) for signature witnessings, five dollars (\$5.00) per signature; (2) A notary may charge a travel fee when traveling to perform a notarial act if: (a) the notary and the person requesting the notarial act agree upon the travel fee in advance of	

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MISSISSIPPI (continued)		<p>form of either: a notation of the type of identification document, its issuing agency, its serial or identification number, and its date of issuance or expiration;</p> <p>(2) A notary shall not record a Social Security or credit card number in the journal.</p> <p>(3) A notary shall record in the journal the circumstances for not completing a notarial act.</p> <p>(4) As required in Section 401.03, a notary shall record in the journal the circumstances of any request to inspect or copy an entry in the journal, including the requester's name, address, signature, and evidence of identity. The reasons for refusal to allow inspection or copying of a journal entry shall also be recorded.</p>	<p>the travel; and</p> <p>(b) the notary explains to the person requesting the notarial act that the travel fee is both separate from the notarial fee in Subsection (a) and neither specified nor mandated by law.</p>	
MISSOURI	<p>The best form of identification is one that includes a photograph and signature. A valid driver's license is a good source of identification. The person can also be personally known to the notary or can be identified by an individual personally known to the notary.</p>	<p>The notary is required to keep a permanently bound journal of their notary acts. Each notary public shall keep a permanently bound journal of his or her notarial acts containing numbered pages, except those notarial acts connected with judicial proceedings, and those for whose public record is publicly filed within ninety days of execution. Each notary public shall record in such journal the following: the month, day and year of notarization; the type of notarization such as acknowledgment or jurat; the type of document; the name and address of the signer; the identification used by the signer; the notary fee; and the signature of the signer.</p>	<p>A notary public is allowed to charge fees for notarizing documents. Section 486.350, RSMo, allows a notary to charge two (\$2) dollars for each signature on a document and the proper recording of the notarization in their journal. The maximum fee for any other notarial act is one (\$1) dollar.</p> <p>A notary may charge two (\$2) dollars for each 8 1/2" x 11" inch page they certify as a facsimile of an original document. The certification of a facsimile must also be recorded in the notary journal. The notary must also retain a copy of each page in their notary file.</p>	

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<p>MONTANA</p>	<p>A notarial officer has satisfactory evidence that a person is the person whose true signature is on a document if that person is:</p> <p>(a) personally known to the notarial officer;</p> <p>(b) identified upon the oath or affirmation of a credible witness personally known to the notarial officer; or</p> <p>(c) identified on the basis of a current identification document or documents that show a photograph and signature of the person.</p>	<p>Montana law does not require that Montana notaries keep a journal of their notarial acts. However, it is a strong recommendation of the Office of the Secretary of State that they do so. A journal is a record of the notarial acts performed and can be vital in protecting the notary from possible liability. The journal should be a bound book to prevent the loss of pages, and the notary should record the following information for each transaction:</p> <ol style="list-style-type: none"> 1. date and time of the notarial act; 2. nature or type of notarial act; 3. description of the document; 4. signature, printed name and address of each person for whom a notarial act is performed; 5 method by which the person's identity was determined; 6. fee charged, if any; and 7. place where the notarial act was performed. 	<p>Maximum fees of notaries public are as follows:</p> <p>(1) for drawing an affidavit, deposition, or other paper for which a maximum fee is not otherwise specified, \$3.50 a page;</p> <p>(2) for taking an acknowledgment or proof of a deed or other instrument, including the seal and the writing of the certificate, for the first signature, \$5;</p> <p>(3) for each additional signature of the same person as referred to in subsection (1), \$1;</p> <p>(4) for administering an oath or affirmation, \$5;</p> <p>(5) for certifying an affidavit, with or without seal, including oath, \$5; and</p> <p>(6) for mileage or other charge to travel to or from or to and from the place of the notarial act, the amount provided by law for state employees when using the same mode of travel and traveling on state business.</p>	
<p>NEBRASKA</p>	<p>The person taking an acknowledgment shall certify that:</p> <p>(1) The person acknowledging appeared before him and acknowledged he executed the instrument; and</p> <p>(2) The person acknowledging was known to the person taking the acknowledgment or that the person taking the acknowledgment had satisfactory evidence that the person acknowledging was the person described in and</p>	<p>There is no statutory requirement in Nebraska that a notary public keep a journal or register. However, the Notary Division recommends that "if you notarize documents on a daily basis, for instance as part of your employment, it is good practice to keep a journal of everything you notarize. A journal is a bound book, which consecutively details the name of the signer, the date, the type of document and a line for any item the notary may wish to note. If you are going to keep a</p>	<p>For each protest, \$1; for recording the same, \$2; for each notice of protest, \$2</p> <p>For taking affidavits and seal, \$2</p> <p>For administering an oath or affirmation, \$5</p> <p>For each certificate and seal, \$5</p> <p>For taking acknowledgment of deed or other instrument, \$5</p> <p>For taking a deposition, for each one hundred words contained in such deposition and in the</p>	<p>An employee of the state or its political subdivisions may not charge fees ... if his or her governmental employer paid the commission and bonding fees required of the notary.</p>

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
<p>NEBRASKA (continued)</p>	<p>who executed the instrument.</p> <p>The words acknowledged before me means:</p> <p>(1) That the person acknowledging appeared before the person taking the acknowledgment;</p> <p>(2) That he or she acknowledged he or she executed the instrument;</p> <p>...</p> <p>(4) That the person taking the acknowledgment either knew or had satisfactory evidence that the person acknowledging was the person named in the instrument or certificate.</p>	<p>journal, you should keep it for every document you notarize. Your journal is admissible as court evidence and will provide good protection if you ever need to recall facts on a notarization."</p>	<p>certificate, \$1 and no more; for each certificate and seal, \$5; for taking acknowledgment of deed or other instrument, \$5; and for each mile traveled in serving notice, mileage at the rate provided in section 81-1176.</p>	
<p>NEVADA</p>	<p>How many pieces of ID should I require?</p> <p>As many as necessary to give you satisfactory evidence that the person whose signature is on the document is that person. One may be sufficient. If you rely on an identifying document, that document must contain a signature and a photograph or physical description.</p> <p>Should I note which ID was used in my journal?</p> <p>Yes. The law requires that the notary enter into the journal a description of the evidence used to verify the identification of the signer.</p> <p>If a credible witness is used, that person must also sign your journal. If you personally know the document signer, write "personally</p>	<p>A notary public must keep a journal and enter:</p> <ul style="list-style-type: none"> • The fees charged, if any; • The title of the document; • The date on which he performed the service; • The name and signature of the person whose signature is being notarized; • A description of the evidence used by the notary public to verify the identification of the person whose signature is being notarized; • An indication of whether the notary public administered an oath; and • The type of notarial act. <p>If the notary verifies the</p>	<p>NRS 240.100 Fees for services; additional fees for travel expenses; notarial acts performed within and outside scope of employment.</p> <p>1. Except as otherwise provided in subsection 3, a notary public may charge the following fees and no more:</p> <p>For taking an acknowledgment, for the first signature of each signer \$5.00</p> <p>For each additional signature of each signer \$2.50</p> <p>For administering an oath or affirmation without a signature \$2.50</p> <p>For a certified copy \$2.50</p> <p>For a jurat, for each signature on the affidavit \$5.00</p>	

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
<p>NEVADA (continued)</p>	<p>known" in the proper column.</p> <p>Does a credible witness need to be present or can he or she verify identity by phone or letter?</p> <p>The credible witness needs to be present.</p> <p>Is a photo ID required?</p> <p>The law requires a photo or physical description.</p> <p>Are there any exceptions?</p> <p>In 1997 the law was changed regarding identification of a person who is 65 years of age or older. If such a person does not have a picture ID, the person can be identified with a card issued by a governmental agency or senior citizen center. Use this method of identification only if there is absolutely no other way to identify the document signer.</p> <p>Can I use an expired photo ID if the signature and photo match the person before me?</p> <p>The statute doesn't address expired IDs. You, the notary, have to make the determination of whether the ID presented is satisfactory or not. You must be satisfied that the person making the acknowledgment/verification is the person whose signature is on the document.</p> <p>How do I notarize the signature of someone who is from another country if that person's ID has been stolen?</p> <p>The standard for determining identity is the same. If no written ID is available, a credible witness</p>	<p>identification of the person whose signature is being notarized on the basis of a credible witness, the notary public shall:</p> <ul style="list-style-type: none"> • Require the witness to sign the journal in the space provided for the description of the evidence used; and • Make a notation in the journal that the witness is a credible witness. <p>The journal must:</p> <ul style="list-style-type: none"> • Be open to public inspection; and • Be in a bound volume with pre-printed page numbers. <p>A notary public shall, upon request and payment of the fee, provide a certified copy of an entry in his journal.</p> <p>A notary public shall retain each journal until seven years after the date on which he ceases to be a notary public.</p>	<p>2. All fees prescribed in this section are payable in advance, if demanded.</p> <p>3. A notary public may charge an additional fee for traveling to perform a notarial act if:</p> <p>(a) The person requesting the notarial act asks the notary public to travel;</p> <p>(b) The notary public explains to the person requesting the notarial act that the fee is in addition to the fee authorized in subsection 1 and is not required by law;</p> <p>(c) The person requesting the notarial act agrees in advance upon the hourly rate that the notary public will charge for the additional fee; and</p> <p>(d) The additional fee does not exceed:</p> <p>(1) If the person requesting the notarial act asks the notary public to travel between the hours of 6 a.m. and 7 p.m., \$10 per hour.</p> <p>(2) If the person requesting the notarial act asks the notary public to travel between the hours of 7 p.m. and 6 a.m., \$25 per hour.</p> <p>The notary public may charge a minimum of 2 hours for such travel and shall charge on a pro rata basis after the first 2 hours.</p> <p>4. A notary public is entitled to charge the amount of the additional fee agreed to in advance by the person requesting the notarial act pursuant to subsection 3 if:</p> <p>(a) The person requesting the notarial act cancels his request</p>	

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<p>NEVADA (continued)</p>	<p>can be used. Remember, the credible witness must be present and known to you.</p>		<p>after the notary public begins his travel to perform the requested notarial act.</p> <p>(b) The notary public is unable to perform the requested notarial act as a result of the actions of the person who requested the notarial act or any other person who is necessary for the performance of the notarial act.</p> <p>5. For each additional fee that a notary public charges for traveling to perform a notarial act pursuant to subsection 3, the notary public shall enter in the journal that he keeps pursuant to NRS 240.120:</p> <p>(a) The amount of the fee; and</p> <p>(b) The date and time that the notary public began and ended such travel.</p> <p>6. A person who employs a notary public may prohibit the notary public from charging a fee for a notarial act that the notary public performs within the scope of his employment. Such a person shall not require the notary public whom he employs to surrender to him all or part of a fee charged by the notary public for a notarial act performed outside the scope of his employment.</p>	

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<p>NEW HAMPSHIRE</p>	<p>A notarial officer may determine the identity of the person before him or her in one of the two following ways:</p> <p>(1) The Notary Public's own personal knowledge as to the identity of the person; or,</p> <p>(2) Receipt of satisfactory evidence.</p>	<p>While not required by law, it is recommended that a Notary Public maintain a journal of all notarial acts performed. Good practice would dictate including in the journal, at a minimum, the following information:</p> <ol style="list-style-type: none"> 1. The notarial act performed; 2. The date of the notarial act; 3. The identifying information of the person appearing before the Notary Public; and, 4. Any other details the Notary Public believes would be useful in referring back to the act. <p>A journal will provide a record of the details of each notarial act that the Notary Public can refer to if called upon to verify the act.</p> <p>Although the law does not require notaries to keep records of their activities, it does require the notary to deposit all notarial records and seals with the Secretary of State's office within 3 months of moving out of New Hampshire, resigning, or for any other cause ceasing to be a notary.</p> <p>If a notary public dies, the executor or guardian of the estate is responsible for depositing any notarial records with the Secretary of State.</p> <p>The Secretary of State may demand and receive any records and papers from any notary public at any time.</p>	<p>A fee of no more than \$10.00 can be collected for each oath, witness, service or certification, except that:</p> <p>For depositions, a fee of \$5.00 but not more than \$50.00 may be collected. The fee is based upon the amount that the notary feels is sufficient payment for his services. The notary is also entitled to .20/mile when traveling to swear in witnesses.</p> <p>No fees are allowed for administering and certifying oaths of office of town officers.</p>	

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NEW JERSEY	<p>At least one form of ID that provides a physical description of the signer-e.g., driver's license, and the signer must sign the document in the notary's presence.</p> <p>Identification documents are not required if: 1) the signer is personally known to the notary; or 2) a credible witness, known to both the signer and notary, swears to the identity of the signer.</p>	Required.	<p>\$2.50 for each notarial act</p> <p>\$15.00 for administering oaths, taking affidavits, taking proofs of a deed, and taking acknowledgments of the grantors in the transfer of real estate, regardless of the number of such services performed in a single transaction to transfer real estate.</p> <p>\$25.00 for administering oaths, taking affidavits and taking acknowledgments of the mortgagors in the financing of real estate, regardless of the number of such services performed in a single transaction to finance real estate.</p>	
NEW MEXICO	<p>Personal knowledge; Credible witness; or Current valid ID card issued by U.S. government or state.</p>	Recommended but not required.	<p>Acknowledgments - \$5.00 per signature</p> <p>Oaths/affirmations without a signature - \$5.00 per person</p> <p>Affidavits/jurats - \$5.00 per signature</p> <p>Copy certification - \$0.50 per page, not to exceed \$5.00</p> <p>A notary public may charge a travel fee not to exceed thirty cents (\$0.30) per mile when traveling to perform a notarial act.</p>	

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NEW YORK	Personal knowledge or satisfactory evidence	None	A notary public shall be entitled to the following fees: 1. For administering an oath or affirmation, and certifying the same when required, except where another fee is specifically prescribed by statute, \$2. 2. For taking and certifying the acknowledgment or proof of execution of a written instrument, by one person, \$2, and by each additional person, \$2, for swearing such witness thereto, \$2.	
NORTH CAROLINA	Satisfactory evidence. – Identification of an individual based on either of the following: a. At least one current document issued by a federal, state, or federal or state-recognized tribal government agency bearing the photographic image of the individual's face and either the signature or a physical description of the individual. b. The oath or affirmation of one credible witness who personally knows the individual seeking to be identified.	Recommended, but not required.	The maximum fees that may be charged by a notary for notarial acts are as follows: (1) For acknowledgments, jurats, verifications or proofs, five dollars (\$5.00) per principal signature. (2) For oaths or affirmations without a signature, five dollars (\$5.00) per person, except for an oath or affirmation administered to a credible witness to vouch for the identity of a principal or subscribing witness.	
NORTH DAKOTA	Personal Knowledge is the safest and best verification of a person's identity. It requires no witnesses or identification cards. It means having an acquaintance, derived from association with the individual, which establishes the individual's identity with at least a reasonable certainty. Credible Witness is a third person that personally knows the document signer, and verifies the signer's identity. (Credible witness	Notaries are not required to keep a journal. However, a notary journal does protect the notary and document signer from accusations of wrong doing, and it prevents the notary from engaging in wrong doing. The journal documents that the notary took reasonable steps to verify the signer's identity. Every journal entry is legally presumed to be truthful, and it constitutes the notary's personal knowledge of	Notaries are entitled to charge and receive not more than five dollars (\$5.00) per notarial act. A notary may charge a travel fee when traveling to perform a notarial act if: 1. The notary and the person requesting the notarial act agree upon the travel fee in advance of the travel; and 2. The notary explains to the person requesting the notarial act	

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<p>NORTH DAKOTA (continued)</p>	<p>is for the purpose of identifying people who do not have identification. This does not replace the "presence" requirement. The person whose signature is being notarized must be present at the time of notarization.)</p> <p>Identification card or papers are necessary in verifying the signer's identity. The notary should examine the photograph, accurate physical description, and signature of the bearer. Asking for two forms of ID can further assure the signer's identity.</p> <p>If a notary is uncomfortable or suspicious of any identification, the notary should not notarize for that person.</p> <p>- <i>Secretary of State Web site</i></p> <p>47-19-20. IDENTITY OF PERSON ACKNOWLEDGING - PROOF REQUIRED.</p> <p>The acknowledgment of an instrument must not be taken unless the officer taking it knows or has satisfactory evidence on the oath or affirmation of a credible witness that the person making the acknowledgment is the individual who is described in and who executed the instrument, or if executed by a corporation or limited liability company, that the officer or manager making such acknowledgment is authorized to make it as provided in section 47-10-05.1.</p>	<p>the notarization performed.</p> <p>If a notary decides to use a journal, the notary should use one that is permanently bound with pre-numbered empty spaces. Included in the journal should be:</p> <p>The document signer's signature</p> <p>The date and time of notarization</p> <p>The date of the document</p> <p>The type of notarization performed and type of document notarized</p> <p>The document signer's address</p> <p>A statement on how the signature was verified</p> <p>Any special comments about the transaction</p> <p>The journal should be completed before notarizing each document. A new entry should be made in the notary journal for every notary service provided.</p> <p>- <i>Secretary of State Web site</i></p> <p>44-06-08. RECORD OF NOTICES - CERTIFIED COPY - COMPETENT EVIDENCE.</p> <p>Each notary public shall keep a record of all notices, of the time and manner in which the same were served, the names of all the persons to whom the same were directed, and the description and amount of the instrument protested. Such record, or a copy thereof, certified by the notary under seal, at all times is competent evidence to prove such notice in any court of this state.</p>	<p>that the travel fee is both separate from the notarial fee and neither specified nor mandated by law.</p>	

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OHIO	None, however, a court has held that the failure of a notary to obtain some evidence of identification independent of a stranger's representation is negligence as a matter of law.	Register is required only to record protests.	Protest, \$1 and actual necessary expenses in going beyond the corporate limits of a municipal corporation to make presentment or demand; For recording an instrument required to be recorded by a notary public, ten cents for each one hundred words; For acknowledging all instruments in writing, \$2.00; For taking and certifying depositions, administering oaths, and other official services, the same fees as are allowed by section 2319.27 of the Revised Code (usual and customary fees charged in a community for similar services) or by law to clerks of the courts of common pleas for like services; For taking and certifying an affidavit, \$1.50.	
OKLAHOMA	A notary identifies a signer by carefully examining the identification presented by that person and comparing the signatures the person has made on the document with the signature on the identification or by personal knowledge. Proper "ID" should include a photograph and signature such as a driver's license or passport. It is also considered sufficient identification if, under oath, a credible witness personally known to the notary public identifies the person.	(a) A notary shall keep and maintain a record of all official notarial acts. For every notarial act, the notary shall record in a bound journal at the time of notarization at least the following: (1) the date of the act; (2) the type of notarial act; (3) a description of the document; (4) the signature and printed name and address of each person for whom a notarial act is performed; (5) a description of the form of identification provided or a statement that the person is "personally known" to the notary;	The maximum a notary may charge and collect for each notarial act is five dollars (\$5.00.) [49 O.S., § 5] Notaries are not required to charge a fee. If a fee is charged, it is recommended that it be recorded in the notary's official records.	

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OKLAHOMA (continued)		(6) the fee, if any, charged; and (7) the address where the notarization was performed.		
OREGON	<p>Identification Documents—The following types of identification may be used to positively identify a client, if they are current.</p> <ul style="list-style-type: none"> • At least one current document issued by the federal government or a state, county, municipal or other local government from the United States and containing the person’s photograph, signature and physical description, such as a driver’s license, Oregon ID card, or Concealed Weapon’s Permit. ORS 194.515(8)(a) OR • Two current United States documents, each issued by an institution, a business entity, the federal government or a state, county, municipal or other local government from the United States and each containing the person’s signature, such as library card, Social Security card, employee identity card, or group membership card. ORS 194.515(8)(b) • If the notary is also an employee of a financial institution and the person to be identified is a customer of the financial institution, one of the two current documents required under subsection ORS 194.515(8)(b) may be a signature card signed by the customer and held by the financial institution in connection with the financial institution’s transactions with the customer. ORS 194.515(9) 	<p>The law states that all notaries must keep, maintain, and protect a chronological notarial journal during the term of notarial commission. Penalties can and will be incurred if this is not done. ORS 194.152(1).</p> <p>Details required for the journal according to OAR 160-100-210:</p> <ul style="list-style-type: none"> • Date and time the notarial act was performed; • Type of notarial act performed; • Date of the document notarized; • Type of document notarized. Name the type of document (e.g., will, contract between “ABC company and Oregon Outfitter’s,” Russian invitation, student transcript, etc.); • Printed name of the signer; • Signature of the signer; • Description of how the notary public identified signer; • Any other pertinent information: • Fees collected, if any; • Unusual circumstances, such as power of attorney, reason for refusal to notarize; corrections made to notarial certificate; representative authority (example: President of ABC Company); etc. 	<p>The notary public keeps track in the notarial journal of the amounts charged for notarization. Whether the employer or the notary public keeps the fees is an issue to be settled by those two parties. Notarial fees are subject to income tax.</p> <p>Maximum Amount</p> <p>Notaries who charge for their service may charge less than the amounts listed, but must not charge more.</p> <p>A schedule of fees must be prominently displayed or handed to customers prior to notarization, so they have the right of refusal if they do not wish to pay.</p> <ul style="list-style-type: none"> • \$5 for taking an acknowledgment; • \$5 for taking a verification upon an oath or affirmation; • \$5 for certifying a copy of a document; • \$5 for witnessing or attesting a signature; • \$5 for protesting commercial paper, except a check drawn on an insolvent financial institution in which case the fee is \$0; • \$1 for administering an oath or affirmation without a signature; • \$1 for taking a deposition, each page. <p>Waiver of Fees</p>	

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<p>OREGON (continued)</p>	<p>Credit cards may be used under the second category above. A notary may use the card issuer, type (e.g., Visa, Discover, American Express), and expiration date for journal reference.</p>		<p>If the notary public signed the fee waiver on the application form, the notary public may not charge anyone at any time. OAR 160-100-420. To begin charging, the notary public must send the Secretary of State, Corporation Division a letter rescinding the waiver of fees. If the notary public is unsure if a waiver has been signed, the notary public may contact the Notary Section of the Corporation Division at (503) 986-2200. Some elected and public officials may not charge for their notarial services. Check with legal counsel if in doubt.</p> <p>Travel Fee</p> <p>When a notary public is asked to travel to perform a notarial act, the notary public may charge a travel fee, separate from the notarial fee. The travel fee amount must be agreed upon prior to meeting with the customer.</p> <p>Notary Fees and Your Employer</p> <p>Oregon statutes and rules do not address the collection of notary fees by employers, but a written agreement about notary fees is advisable. The statute gives only the notary public the right to charge notary fees, but an employer often includes a notary charge to the customer when notarization takes place.</p> <p>The fees must not be more than established by Oregon Administrative Rule, and the agreement should make it clear that the notary gives the employer the right to collect and retain the appropriate revenue. The notary public, how ever, should be</p>	

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OREGON (continued)			allowed to keep fees collected when notarizations are not connected to his or her employment. The employer's legal counsel should draw up an appropriate agreement.	
PENNSYLVANIA	(a) The officer notarizing the instrument shall know through personal knowledge or have satisfactory evidence that the person appearing before the notary is the person described in and who is executing the instrument. For the purposes of this act and section 5 of the act of July 24, 1941 (P.L.490, No.188), known as the "Uniform Acknowledgment Act," "personal knowledge" means having an acquaintance, derived from association with the individual in relation to other people and based upon a chain of circumstances surrounding the individual, which establishes the individual's identity, and "satisfactory evidence" means the reliance on the presentation of a current, government-issued identification card bearing a photograph, signature or physical description and serial or identification number, or the oath or affirmation of a credible witness who is personally known to the notary and who personally knows the individual.	Notaries public are required to keep an official and chronological journal (register) of all notarial acts. Each act must be recorded separately. Each entry must contain the date of the act, the type of act, the names of the parties to the instrument, the date of the instrument, and the notary fee charged by the notary.	(a) The fees of notaries public shall be fixed by the Secretary of the Commonwealth with the approval of the Attorney General. (b) A notary public shall not charge, attempt to charge or receive a notary public fee that is in excess of the fees fixed by the Secretary of the Commonwealth. (c) The fees of notaries public shall be displayed in a conspicuous location in the notary's place of business or be provided upon request to any person utilizing the services of the notary. The fees of the notary shall be separately stated. A notary public may waive the right to charge a fee, in which case the requirements of this subsection regarding the display or provision of fees shall not apply. (d) The fee for any notary public employed by a bank, banking institution or trust company shall be the property of the notary and in no case belong to or be received by the corporation for whom the notary is employed.	

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RHODE ISLAND	Notary public must identify the parties signing the instrument. Although not required, a notary public should establish their identities by requesting the parties produce identification, preferably with a photograph and signature such as a driver's license.	Recommended but not required.	For noting a marine protest, \$1.00; For drawing and extending a marine protest and recording it, \$1.50; For taking affidavits, \$.25; For travel, per mile, \$.10; For taking acknowledgment of any instrument and affixing his seal, \$1.00; For the protest of a bill of exchange, order or draft, for nonacceptance or nonpayment, or of a promissory note or check for nonpayment, if the amount thereof is \$500 or more, \$1.00, if it is less than \$500, for recording the same, \$.50; For noting the nonacceptance or nonpayment of a bill of exchange, order or draft, check, or note, given to a party liable for the payment thereof, \$.25; provided, that the whole cost of protest, including necessary notices and the record, shall not exceed \$2.00, and the whole cost of noting, including notices, shall in no case exceed \$1.25.	
SOUTH CAROLINA	The notary must require the personal appearance of the signer and evidence of identification from the signer. This can be in the form of: A valid driver's license; A valid state identification; A valid government identification card; A valid passport;	Although not required, it is a prudent practice to keep a journal as it is beneficial if you are called to testify to past notarizations.	Notaries public may charge: \$0.25 per copy sheet - for taking depositions and swearing witnesses \$0.10 - for each copy containing up to 100 words for duplicating depositions, protests, and certificates \$0.50 - for each attendance upon any person for proving a matter or thing and certifying the same	Must be a registered voter to become a notary public.

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
<p>SOUTH CAROLINA (continued)</p>	<p>Personal knowledge of the notary public; and</p> <p>Verification of a credible witness. A credible witness is someone who personally knows the signer.</p> <p>Notarization must include the name of the credible witness and type of identification provided.</p> <p>As notary, you must also determine that the signer is competent and:</p> <p>not under the influence of drugs or alcohol;</p> <p>not suffering from dementia;</p> <p>understands what he/she is doing;</p> <p>shows a willingness to sign the document without force or duress; and</p> <p>has the capacity to sign the document.</p>		<p>\$0.50 - for every notarial certificate with seal</p> <p>\$0.25 - for each administration of oath for affidavits</p> <p>\$0.50 plus postage - for transmitting notice of a protest</p> <p>\$1.00 - for taking a renunciation of dower or inheritance</p>	
<p>SOUTH DAKOTA</p>	<p>a. Driver's license or non-driver identification card</p> <p>b. U.S. Passport</p> <p>c. An Identification card issued by any branch of U.S. Armed Forces</p> <p>d. Identification card issued by U.S. Immigration and Naturalization Service, such as a Resident Alien card (sometimes referred to as a "green card")</p> <p>Illustration of an Acknowledgment</p> <p>It is important that in connection with an acknowledgment that the notary identifies the person making the acknowledgment.</p>	<p>Notaries are not required to keep a journal. However, a notary journal does protect the notary and document signer from accusations of wrong doing, and it prevents the notary from engaging in wrong doing. While South Dakota law no longer requires a journal be kept by a notary, it would certainly be to the advantage of the notary to do so. Most lawsuits against notaries could be avoided if the notary kept a journal. A journal should include the following information:</p> <p>Date and time of notarization or acknowledgment</p> <p>Kind of document being notarized or acknowledgment</p>	<p>Notaries may charge and receive a fee not to exceed ten dollars (\$10.00) for each instrument notarized except that no notary public may charge a fee for notarizing a request for an absentee ballot.</p>	

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
<p>SOUTH DAKOTA (continued)</p>	<p>Failure to do so could result in financial loss to someone who relied on the notary's certificate. It could also result in an effort on the individual's part to recover his loss from the notary. These cases could involve impersonation or forgery or both. The crucial question then becomes "what degree of care was exercised by the notary to ascertain the identity of the person making the acknowledgment." A driver's license might be used to identify the acknowledger. The notary must be certain that the acknowledger is who he purports to be. A notary is a public officer and a great deal of faith and confidence is placed in his or her official acts.</p> <p>Illustration of an Affidavit</p> <p>IDENTITY OF AFFIANT--In most states it is not necessary for a notary to request identification of a person making an affidavit because he does not vouch for his identity in any way. The notary's certificate merely says that the document was "sworn to" on a specified date. However, there is nothing wrong with asking for identification, and it might in fact be a good idea to do so.</p>	<p>Name and address of parties whose signatures are being notarized</p> <p>Possibly have the parties sign the register</p> <p>Possibly other details such as land description, kinds of identification presented, number of pages to document, etc.</p> <p>The notary journal serves as an excellent form of legal protection for the notary for two important reasons:</p> <p>If a notarization certificate is lost or damaged, a notary can refer to the journal entry to verify prior existence and purpose.</p> <p>If a notary is called upon to testify in a legal proceeding about a notarization, the journal provides the ideal reminder of the facts and circumstances.</p> <p>The notary journal and seal should always be kept in a safe and secure place.</p>		

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TENNESSEE	Personal knowledge or satisfactory evidence.	Required if fees are charged.	Oath or affirmation - \$1.00 Affidavit \$2.00 Deposition \$5.00 Acknowledgment \$2.25 Protest \$1.50 Recording any notarial act in the register - \$1.00 Affirmation of Financial Disclosure - \$2.00 Safe deposit box contents certification - \$2.00	
TEXAS	The following methods of identification are mentioned: - Identification card - Passport - Personal Knowledge - Credible witness	Tex. Gov't. Code Ann. § 406.014 requires that a Notary Public maintain a record book. This record book must be maintained whether or not any fees are charged for your notary public services. A notary public other than a court clerk notarizing instruments for the court shall keep in a book a record of: (1) the date of each instrument notarized; (2) the date of the notarization; (3) the name of the signer, grantor, or maker; (4) the signer's, grantor's, or maker's residence or alleged residence; (5) whether the signer, grantor, or maker is personally known by the notary public, was identified by an identification card issued by a governmental agency or a passport issued by the United States, or was introduced to the	Notaries Public may charge the following fees: Protesting a bill or note for non-acceptance or non-payment, register and seal \$ 4.00 Each notice of protest 1.00 Protesting in all other cases 4.00 Certificate and seal to a protest 4.00 Taking the acknowledgment or proof of any deed or other instrument in writing, for registration, including certificate and seal: (1) for the first signature 6.00 (2) for each additional signature 1.00 Administering an oath or affirmation with certificate and seal 6.00 All certificates under seal not otherwise provided for 6.00 Copies of all records and papers in the Notary Public's office, for	

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
<p>TEXAS (continued)</p>		<p>notary public and, if introduced, the name and residence or alleged residence of the individual introducing the signer, grantor, or maker;</p> <p>(6) if the instrument is proved by a witness, the residence of the witness, whether the witness is personally known by the notary public or was introduced to the notary public and, if introduced, the name and residence of the individual introducing the witness;</p> <p>(7) the name and residence of the grantee;</p> <p>(8) if land is conveyed or charged by the instrument, the name of the original grantee and the county where the land is located; and</p> <p>(9) a brief description of the instrument.</p> <p>NOTE: 1 T.A.C. §87.60 prohibits a notary from recording in the notary's book of record the identification number that was assigned by the governmental agency or by the United States to the signer, grantor or maker and that is set forth on the identification card or passport; or any other number that could be used to identify the signer, grantor or maker of the document. Section 87.60 does not prohibit a notary from recording a number related to the residence or alleged residence of the signer, grantor or maker of the document or the instrument.</p> <p>Entries in the notary's book are public information. A notary public shall, on payment of all fees, provide a certified copy of any</p>	<p>each page .50</p> <p>Taking the depositions of witnesses, for each 100 words .50</p> <p>Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition 6.00</p> <p>All notarial acts not provided for 6.00</p> <p>Section 603.008 of the Government Code requires a Notary Public to keep posted the fees that a notary is authorized by law to charge.</p>	

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
TEXAS (continued)		<p>record in the notary public's office to any person requesting the copy.</p> <p>A notary public who administers an oath pursuant to Article 45.019 of the Code of Criminal Procedure is exempt from the requirement of recording that oath in the notary public's record book.</p>		
UTAH	<p>Entries in Journal</p> <p>(e) the evidence of identity of each person for whom a notarial act is performed, in the form of:</p> <p>(i) a statement that the person is "personally known" to the notary;</p> <p>(ii) a description of the identification document, its issuing agency, its serial or identification number, and its date of issuance or expiration; or</p> <p>(iii) the signature and printed name and address of a credible witness swearing or affirming to the person's identity</p>	<p>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.</p> <p>(1) For every notarial act, the notary may record the following information in the journal at the time of notarization:</p> <p>(a) the date and time of day of the notarial act;</p> <p>(b) the type of notarial act;</p> <p>(c) a description of the document or proceeding;</p> <p>(d) the signature and printed name and address of each person for whom a notarial act is performed;</p> <p>(e) the evidence of identity of each person for whom a notarial act is performed, in the form of:</p> <p>(i) a statement that the person is "personally known" to the notary;</p> <p>(ii) a description of the identification document, its issuing agency, its serial or identification number, and its date of issuance or expiration; or</p> <p>(iii) the signature and printed name and address of a credible witness swearing or affirming to</p>	<p>(1) The maximum fees that may be charged by a notary for notarial acts are for:</p> <p>(a) acknowledgments, \$5 per signature;</p> <p>(b) certified copies, \$5 per page certified;</p> <p>(c) jurats, \$5 per signature; and</p> <p>(d) oaths or affirmations without a signature, \$5 per person.</p> <p>(2) A notary may charge a travel fee, not to exceed the approved federal mileage rate, when traveling to perform a notarial act if:</p> <p>(a) the notary explains to the person requesting the notarial act that the travel fee is separate from the notarial fee in Subsection (1) and is neither specified nor mandated by law; and</p> <p>(b) the notary and the person requesting the notarial act agree upon the travel fee in advance.</p> <p>(3) A notary shall display an English-language schedule of fees for notarial acts and may display a non-English-language schedule of fees.</p> <p>(4) (a) The fee of a notary shall not exceed \$5 per individual for each set of forms relating to a</p>	

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UTAH (continued)		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.	change of that individual's immigration status. (4) (b) The fee limitation in Subsection (4)(a) shall apply whether or not the notary is acting as a notary but does not apply to a licensed attorney, who is also a notary rendering professional services regarding immigration matters.	
VERMONT	We recommend utmost prudence in the performance of notarial acts. Your greatest vulnerability comes from acknowledgments of signatures by signers you don't know personally. If you don't know the person to be who he or she claims to be, you have three choices. You may refuse to act. You may rely on a credible witness, who is personally known to you. Or, to be most prudent, you can insist that a credible witness personally known to you takes and signs a written oath, administered by you as a notary, that he or she personally knows the signer. As a notary, you are then testifying to the witness's oath. - <i>Short Guide for Vermont Notaries Public</i>	Keeping a journal of your notarial acts is also not required by Vermont law, as it is in many other states, but it is a good idea. Buy a notebook or journal, and enter the date, names of the parties who sign the documents, the type of document and the time and have the signers sign their names in your book as well, for your greatest protection as a notary. - <i>Short Guide for Vermont Notaries Public</i>	Vermont law does not establish fees notaries may charge except for protests under seal (\$2.00 per protest) and certificates under seal (\$.50 per certificate). 32 V.S.A. §1759. If you are a notary public ex-officio, the law requires that you perform notarial services without charge or fee. 32 V.S.A. §1403(b). - <i>Short Guide for Vermont Notaries Public</i>	

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VIRGINIA	<p>"Satisfactory evidence of identity" means identification of an individual based on (i) examination of one or more of the following documents bearing a photographic image of the individual's face and signature: a United States Passport, a certificate of United States citizenship, a certificate of naturalization, an unexpired foreign passport, an alien registration card with photograph, a state issued driver's license or a state issued identification card or a United States military card or (ii) the oath or affirmation of one credible witness unaffected by the document or transaction who is personally known to the notary and who personally knows the individual or of two credible witnesses unaffected by the document or transaction who each personally knows the individual and shows to the notary documentary identification as described in subdivision (i).</p>	None	<p>By law, a notary is not required to charge a fee. However, he/she may charge up to \$5.00 for each notarial act performed.</p> <p>The only other payment a notary may request is actual travel expenses if the notary is required to travel from home or office to perform the notarial act. In this case, the notary and client must agree on the payment to be made.</p> <p>An employer may require a notary to perform notarial acts in connection with the notary's employment without charging a fee for such notarial acts. If a fee is charged, however, an employer may not require that the fee be surrendered to the employer.</p>	
WASHINGTON	<p>A notary public has satisfactory evidence that a person is the person described in a document if that person: (a) Is personally known to the notary public; (b) is identified upon the oath or affirmation of a credible witness personally known to the notary public; or (c) is identified on the basis of identification documents.</p>	Recommended, but not required.	<p>A notary need not charge fees for notarial services. The maximum a notary may charge per notarial service is \$10.</p> <p>A notary who chooses to charge for notarial acts shall conspicuously display in their place of business, or present to each customer outside their business, an English-language schedule of fees for notarial acts. No part of the displayed notarial fee schedule may be printed in smaller than 10-point type.</p> <p>A notary may charge actual costs of copying any instrument or</p>	

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
WASHINGTON (continued)			<p>record.</p> <p>A notary may charge a travel fee when traveling to perform a notarial act if:</p> <p>The notary and the person requesting the notarial act agree upon the travel fee in advance of the travel; and</p> <p>The notary explains to the person requesting the notarial act that the travel fee is in addition to the notarial fee and is not required by law.</p>	
WEST VIRGINIA	<p>Don't notarize the signature of a person who has not appeared before you.</p> <p>The whole point of having a notary public system is to insure that the signature on a notarized document has been validated by a disinterested party - that the signature is truly the writing of the person named. To act properly, and to protect yourself from liability, follow these guidelines:</p> <ol style="list-style-type: none"> 1. You don't need to ask for identification if you know the person signing the document, otherwise ask for a driver's license or some other identification. 2. If the form is an acknowledgment, it's enough for the person to attest that signature is his or hers, without having actually signed in your presence. 3. If the form is similar to that used for an oath, that is, "Subscribed and sworn before me . . .," the person must actually sign in your presence. 	<p>In West Virginia, notaries are not required to keep a journal of their acts. However, if you are concerned about liability, keeping a notary journal listing the date, name and type of document notarized will help protect you. Journal forms are available through office supply houses or notary associations.</p>	<p>The maximum fee in this state for notarization of each signature and the proper recordation thereof in the journal of notarial acts is two dollars for each signature notarized.</p> <p>(a) The maximum fee in this state for certification of a facsimile of a document, retaining a facsimile in the notary's file, and the proper recordation thereof in the journal of notarial acts is two dollars for each eight and one-half by eleven inch page retained in the notary's file.</p> <p>(b) The maximum fee in this state is two dollars for any other notarial act performed.</p> <p>(c) A notary public who charges more than the maximum fees specified is guilty of official misconduct.</p>	

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WISCONSIN	<p>Makes reference to photo, name and home address, but does not suggest type of ID</p>	<p>Recommended, but not required.</p>	<p>(9) FEES. A notary public shall be allowed the following fees:</p> <p>(a) For drawing and copy of protest of the nonpayment of a promissory note or bill of exchange, or of the nonacceptance of such bill, \$1 in the cases where by law such protest is necessary, but in no other case.</p> <p>(b) For drawing and copy of every other protest, 50 cents.</p> <p>(c) For drawing, copying and serving every notice of nonpayment of a note or bill, or nonacceptance of a bill, 50 cents.</p> <p>(d) For drawing any affidavit, or other paper or proceeding for which provision is not herein made, 50 cents for each folio, and for copying the same 12 cents per folio.</p> <p>(e) For taking the acknowledgment of deeds, and for other services authorized by law, the same fees as are allowed to other officers for similar services, but the fee per document shall not exceed 50 cents.</p>	
WYOMING	<p>The notary's personal knowledge; Confirmation by a credible witness; Valid identification documents containing a photograph of the bearer, an accurate physical description of the bearer and the signature of the bearer.</p>	<p>Wyoming statutes do not require keeping a journal but it is wise and highly recommended by the Secretary of State.</p> <p>...</p> <p>The journal must be tamper-proof and permanent as a legal record of notarial activity. The journal must be permanently bound and have pre-numbered pages and entry spaces. The journal must never be shared and/or used by other notaries. A notary public</p>	<p>No more than two dollars (\$2.00) for each oath or affirmation administered or for each signature notarized.</p>	

STATE	ID REQUIREMENTS	JOURNAL REQUIREMENTS	NOTARIAL FEES	COMMENTS
<p>WYOMING (continued)</p>		<p>should complete the journal entry immediately before notarization occurs and make an entry for every notary service provided.</p> <p>The journal should require the recording of the following information in every entry:</p> <ul style="list-style-type: none"> Document signer's signature Date and time of the notarization Date of the document Type of notarization performed and type of document notarized Document signer's address Statement on how the notary verified the signer's identity Any special comments about the transaction. 		