

The Notary news



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

STAY SAFE + HEALTHY, NC NOTARIES!



Happy 2021!

Happy New Year Notaries,

I hope you all are having a wonderful holiday season even during these unprecedented times. Can you believe a brand new year will be here in just days? And what a year it's been.

Just last January, life was pretty normal for most of us. But in a few short months, an international health crisis changed everything. People lost loved ones. Their jobs. And for some, hope. But the good that has been coming out of this pandemic is absolutely incredible. Friends, neighbors and even strangers have stepped in over the last months to donate to food banks, help the elderly and disabled get groceries, support our essential workers, and spread kindness and cheer whenever and wherever they can.

Our office has also been able to help North Carolinians during these trying times. Many businesses around the state needed our help to get reinstated so they could have access to federal dollars just to keep their doors open. And, I am proud to say even though the majority of our staff is working remotely, we saw a 42 percent growth in the number of businesses we assisted in getting reinstated, removing a potential barrier for them to qualify for federal COVID-19

federal stimulus money. The Secretary of State's Office has also seen record new creation filings this year. As of mid-December, there were 121,000 new creation filings, up from 100,000 last year.

And you notaries haven't missed a beat either. Through social distancing and emergency video notarizations, you have helped ensure that financial transactions in North Carolina didn't slow down or stop. I want to say thank you for this.

Notaries, let's not let this global pandemic stop the progress that's been made. Let's head into 2021 knowing that better days are ahead. Stay healthy and grateful. Wear your mask and wash your hands. Keep looking out for strangers and your neighbors. And remember that a New Year brings new beginnings.

Here's to a Happy New Year. May 2021 bring you peace, joy and happiness.

Elaine J. Marshall



Notarization Explained in Eight Simple Steps

In May, we started the series detailing the Eight Simple Steps to Notarize a Document. Our notaries are asking great questions on social media and through our email account, so we decided to step back and go through the Eight Simple Steps you need to complete for your notarial act. We are addressing them one at a time in each newsletter.

We have looked at *Require the Personal Appearance of the Principal Signer(s) of the Document, Positively Identify the Principal Signer(s) of the Document, Verify the Signature on the Document, Take the Acknowledgement or Administer the Oath or Affirmation, Complete the Journal Entry, Complete the Notarial Certification Language, and Affix the Official Notary Seal.*

This month tackles the **Eighth Step**:

Step 8: Affix the Official Notary Seal

You've completed the seven steps to notarize a document. Now it's time for the eighth and final step: to perform a proper notarial act, you must affix an impression of the official notary seal.

Make sure your notary seal is placed near your signature and on the same page as the notary certificate wording. And remember (this is important), you cannot affix your seal until **after** the notarial act has been performed. [G.S.10B-36(b)]. Do not ever place your notary seal on a document that has not been completely executed.

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



Fast Five Q &A

Q: How long should I keep my journal after my commission expires?

NC notaries are instructed to keep their journals for 10 years past the last day of their notary commission, after which time they can destroy them. However, notaries may find they need to keep their journals longer based on the type of business practices in their specific industry.

Q. Several notaries have sent us emails this year asking how they can change their contact information.

A notary can change his or her address (residence, business or other), telephone number, email address, or employer information by sending the Department a completed Name/Address Change form found here: www.sosnc.gov/forms/by_title/notary. Please be sure to notify us within 45 days of your contact information change.

Q: Is a journal required for emergency video notarizations?

Yes. Since it is required, we created a template for you with the required pieces of information. We have also created new emergency video notarial certificates with the statutory language that has to be included: https://www.sosnc.gov/divisions/notary/Emergency_Video_Notarization.

Q: Can I decide what kind of notarial act or certificate they need if the person did not provide one?

No. A notary must always ask the signer what type of notarization is needed when a document is presented to a notary for notarization without a notary certificate. Notaries are not authorized to determine which type of certificate should be used.

However, if the document does not have a pre-printed notary certificate, the notary may allow the signer to choose from all of the certificates available and select the one that he or she would like the notary to execute.

Q: This question also came to us via email. Am I allowed to notarize my own signature?

No. A notary may never notarize his or her own signature.

Do you have a question that you'd like for us to answer for the **Fast Five**? Please send in your tips, practice ideas, and questions for us at notarynews@sosnc.gov.



eNotary Classes Available at Community Colleges

Notaries, many of you have inquired about opportunities to become electronic notaries. Here's a list of the educational institutions in North Carolina currently offering eNotary classes:

AB Tech CC
Alamance CC
Beaufort CC
Blue Ridge CC
Brunswick CC
Cape Fear CC
Catawba CC
Central Carolina CC
Central Piedmont CC
Coastal Carolina CC
Craven CC
Davidson County CC
Fayetteville CC
Forsyth Tech CC
Gaston CC
Guilford CC
Johnston Tech CC
Lenoir CC
Mitchell CC
Pitt CC
Rockingham CC
Rowan Cabarrus CC



COVID-19 + Notaries

Sunset for Emergency Video Notarizations Has Been Extended:

The sunset date for conducting emergency video notarizations is now March 1, 2021.

Notary Oath Extensions:

Notaries still have 90 days to take their oaths at the Register of Deeds Office in their county of residence. This length of time was extended from the traditional 45 days that notaries typically have to appear before the Register of Deeds. The 90 day period starts on the issue date found at the top of the oath notification letter that you receive from our office. The 90-day extension deadline is also March 1, 2021.

Register of Deeds Offices:

Notaries must contact the Register of Deeds Office in their county of residence about their hours of operation during the coronavirus pandemic. Some of these offices are accepting walk-ins while others are requiring appointments.



NC Notary Facebook Group

Have you joined our notary Facebook group ***The North Carolina Notary Network*** yet?

Well, what are you waiting for? More than 7,032 notaries around the state are in the group. If you haven't joined yet, click the link and come on in!

The purpose of the group is to connect NC notaries as well as give notaries an opportunity to share information, tips and ideas with one another.

Click [here](#) to join today!





Happy 2021!

Here's a New Year's Trivia Quiz to get you ready for the new year

****We'll reveal the answers in the January newsletter***

When did the New Year's Eve Ball first drop in Times Square?

- 1949
- 1907
- 1922

How large is the Times Square New Year's Eve Ball in diameter?

- 24 Feet
- 12 Feet
- 100 Feet

On average, how many babies are born each January 1 in the United States?

- 86,790
- 240,000
- 11,293

Who was the first broadcast host of Times Square New Year's

Eve celebrations?

- Dick Clark
- Guy Lombardo
- Burl Ives

According to the International Date Line, where on Earth is New Year's celebrated first each year?

- The Kiritimati Atoll in Kiribati
- Botswana, South Africa
- The North Pole

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

