

RUSSELL REEVES
COUNTY CLERK

DOREEN HUEBNER
DEPUTY COUNTY CLERK

TEL: 845-807-0411



**COUNTY OF SULLIVAN
OFFICE OF THE COUNTY CLERK
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701**

For Immediate Release:

February 8, 2023

Notaries Must Log Every Time They Sign, According to New State Regulations

Monticello, NY – A new State law requires notaries to now keep track of every instance in which they provide their services.

Section 182.9 of the Notary Public License Law states that notaries public must make a record at the time of the performance of the notarial act, to include:

- The date, approximate time, and type of notarial acts performed
- The name and address of any individuals for whom a notarial act was performed
- The number and type of notarial services provided
- The type of credential used to identify the principal, including the names of the witnesses and, if applicable, the type of credential used
- The verification procedures used for any personal appearance before the notary public
- For electronic notarial acts, identification of the communication technology and, if not included as part of the communication technology used by the electronic notary, the certification authority and verification providers used

“These records must be kept by the notary for at least 10 years, to be produced upon demand of the NYS Secretary of State or other authority,” notes Sullivan County Clerk Russell Reeves, whose office handles notary license renewals.