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Notary Advisory

Department of State Regulations pertaining to Notary Record Keeping apply to notaries collecting petition signatures. For more detailed information, notaries should refer to <https://dos.ny.gov/notary-public>.

Beginning January 25, 2023 all notaries are required to keep a record of:

- (1) the date, approximate time, and type of notarial acts performed
**Retaining a copy of the petition *and annotating on the copy* or otherwise making a record of the approximate time meets this requirement.
Example: "from 3-6pm on March 11, 2023."**
- (2) the name and address of any individuals for whom a notarial act was performed
Retaining a copy of the petition, including a photograph taken with a phone, can meet this requirement.
- (3) the number and type of notarial services provided
Retaining a copy of the petition, including a photograph taken with a phone, meets this requirement because the statement signed by the notary on the petition sheet provides this information.
- (4) the type of credential used to identify the signer and verification procedures used by the Notary
Retaining a copy of the petition *and annotating on the copy* or otherwise making a record of the authorized manner by which the Notary identified the signer meets this requirement

Substantive Election Law Is Unchanged

Please note that the Department of State's notarial record keeping obligations apply to notaries as public officers. There is no change as to what constitutes a valid petition signature or valid witness statement on a designating or independent nominating petition.