

Montana Journal Entry Checklist

For each notarial act, record contemporaneously:

- date and time;
- description of record, including document date if indicated;
- type of notarial act;
- full name and address of each principal;
- principal signature unless a statutory exception applies;
- personal-knowledge statement if identity rests on personal knowledge;
- if satisfactory evidence is used, a brief description of identification method and credential, including issuance or expiration date where applicable;
- electronic/communication system notation when applicable;
- fee, if any.

****Do not record:**** Social Security number, passport number, driver's-license number, birth date, or other prohibited information.

Montana Notary Center — Independent education provider. Verify current requirements with official Montana sources.