

SUBCHAPTER 07G - NOTARY SEAL MANUFACTURERS AND VENDORS

18 NCAC 07G .0101 SCOPE

The rules in this Subchapter govern notary public seals made, offered for sale, sold, or delivered for use by North Carolina notaries public by:

- (1) manufacturers of physical notary public seals;
- (2) vendors of physical notary public seals; and
- (3) platforms and IPENs providing electronic notary public seals.

History Note: Authority G.S. 10B-4; 10B-36; 10B-125(b);
Eff. July 1, 2025.

18 NCAC 07G .0102 PHYSICAL SEAL REQUIREMENTS

A manufacturer or vendor of physical notary public seals shall not offer, sell, or deliver a physical notary public seal to a North Carolina notary public unless the seal complies with G.S. 10B-36 and 10B-37.

History Note: Authority G.S. 10B-4; 10B-36; 10B-125(b);
Eff. July 1, 2025.

18 NCAC 07G .0103 ELECTRONIC NOTARY SEAL REQUIREMENTS

A platform or IPEN provider shall not provide an electronic notary seal unless the seal complies with:

- (1) G.S. 10B-117(1)-(4);
- (2) 18 NCAC 07F .0800; and
- (3) 18 NCAC 07J .0700.

History Note: Authority G.S. 10B-4; 10B-125(b);
Eff. July 1, 2025.

18 NCAC 07G .0104 REQUIREMENTS FOR SALE OF PHYSICAL SEAL TO NORTH CAROLINA NOTARY

A manufacturer or vendor shall comply with the requirements in Rule .0105 of this Subchapter before offering for sale, selling, mailing, or delivering a physical notary public seal to an individual claiming to be a North Carolina notary.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.

18 NCAC 07G .0105 IDENTIFICATION OF NOTARY PUBLIC APPEARING IN PERSON

A manufacturer or vendor shall not provide a physical notary seal to an individual claiming to be a North Carolina notary public appearing in person for the purchase unless:

- (1) the individual is personally known to the manufacturer or vendor and the individual's information matches the information on the notary commission certificate presented; or
- (2) the individual:
 - (a) presents documents qualifying as satisfactory evidence of identity as defined in G.S. 10B-3(22);
 - (b) the manufacturer compares the face and name of the individual to information on the document; and
 - (c) the manufacturer or vendor confirms the identity of the individual.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.

18 NCAC 07G .0106 NOTARY COMMISSION CERTIFICATE RECEIPT BY MANUFACTURER OR VENDOR

A manufacturer or vendor shall require any individual claiming to be a North Carolina notary public purchasing or ordering a physical notary public seal to present:

- (1) for an in-person purchase, the original notary commission certificate defined at 18 NCAC 07B .0102(9) from the Department; and
- (2) for an order by mail or delivery service, an exact, legible copy of the original commission certificate defined at 18 NCAC 07B .0102(9) from the Department.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.

18 NCAC 07G .0107 MAKING AND RETAINING COPY OF NOTARY COMMISSION CERTIFICATE

A manufacturer or vendor shall retain in its records for 10 years a copy of the notary commission certificate presented pursuant to Rule .0106 of this Section.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.

18 NCAC 07G .0108 CONFIRMATION OF NOTARY'S ACTIVE STATUS WITH THE DEPARTMENT

A manufacturer or vendor shall not deliver a physical seal to an individual claiming to be a North Carolina notary public until the manufacturer has:

- (1) obtained the commission number from the notarial commission certificate;
- (2) entered the commission number found on the notarial commission certificate into the search field in the Department's online notary confirmation tool;
- (3) compared the information returned by the Department's online notary confirmation tool to the information on the commission certificate to determine if there is an exact match between the commission certificate, the individual's order form, and the information returned by the search for:
 - (a) the name of the notary;
 - (b) the commission expiration date; and
 - (c) the county of the notary's commission; and
- (4) confirmed that the notary is in active status with the Department.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.

18 NCAC 07G .0109 REGISTRATION WITH THE DEPARTMENT

Prior to making or selling a physical seal to a North Carolina notary public, the manufacturer or vendor shall register with the Department by electronically submitting the form specified in 18 NCAC 07B .0430.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.

18 NCAC 07G .0110 ANNUAL REGISTRATION UPDATE

On or before the first day of July each year, a manufacturer or vendor shall electronically update its registration with the Department by electronically submitting the form specified in 18 NCAC 07B .0430 to inform the Department of any changes since its registration in the prior year.

History Note: Authority G.S. 10B-4; 10B-36(e)(2);
Eff. July 1, 2025.