

# Request for Certified Copy of Notarial Journal Line Item

1. I hereby request a certified copy of a notarial journal line item entry or entries.
2. I will not use the requested information for any unlawful purpose, including invasion of privacy.
3. I understand that personal non-public information may be redacted from the copy of the line item entry.
4. I will show my photo ID to the notary or I will include a copy of my photo ID with my request or payment.
5. I understand there is a fee of \$5 per certified copy for this service, which includes retrieval of the information and the preparation and delivery of the certified copy.  
Payment is attached or is due upon receipt of the requested certified copy.
6. I understand the notary does not provide legal advice and does not keep copies of notarized documents.
7. Please deliver the certified copy (check one):  by mail  by e-mail

Month	Year	Name of Party	Document Type
_____	_____	_____	_____
_____	_____	_____	_____

Requestor Name: \_\_\_\_\_

Requestor Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Mail request and payment to: [notary address]  
\_\_\_\_\_  
\_\_\_\_\_  
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