Virginia · Reviewed 2026-10-24

Virginia journal requirements & evidence

Keep the act, principal, identification and fee together, then export a readable copy when needed. The specimens here use fictional Virginia records and the app’s actual journal export.

The July 1, 2026 change

Traditional notaries now need a record of each act as well. Keep records of nonelectronic acts performed on or after July 1, 2026 for at least five years from the transaction. Electronic-act records also have a five-year minimum. Electronic notaries have additional backup, control and, where applicable, recording duties.

Virginia Code § 47.1-14(C)–(D)

6 sample checks passed · Three app exports and three visible-PDF checks

These checks cover synthetic export specimens. Long-term retention, lawful access and remote-session duties remain ongoing responsibilities.

VA-J01 **A complete record for each act** Export sample verified

TRADITIONAL AND ELECTRONIC ACTS

Record the act time, act and document, principal name/address, identity basis and any fee.

§ 47.1-14(C)

Evidence and workflow: The app’s journal export preserves these fields together. The credential specimen shows a Richmond acknowledgment, its principal and address, the identification type, a time with its zone and a $5.00 fee.

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $5.00

Sequence Number: 1

Reference number: VA-SAMPLE-ID

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Morgan Ellis

Participants

Signer Information

Name: Morgan Ellis
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: Driver's license

App export with a fictional principal, Richmond address, identity type, act, date/time and $5.00 fee. Synthetic export specimen; no customer data.

Sample PDF: virginia-credential-entry.pdf

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $5.00

Sequence Number: 1

Reference number: VA-SAMPLE-ID

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Morgan Ellis

Participants

Signer Information

Name: Morgan Ellis
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: Driver's license

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VA-J02 **Record how identity was established** Export sample verified

TRADITIONAL AND ELECTRONIC ACTS

Record personal knowledge or the identification type; include required credible-witness details when that method is used.

§ 47.1-14(B)–(C)

Evidence and workflow: Separate exports show personal knowledge with no fee, and a credible witness with a printed name, address and identification type. These are distinct identity examples, not interchangeable procedures.

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $0.00

Sequence Number: 1

Reference number: VA-SAMPLE-KNOWN

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Riley Jordan

Participants

Signer Information

Name: Riley Jordan
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: Personally known

App export showing personal knowledge as the identity basis and a $0.00 fee. Synthetic export specimen; no customer data.

Sample PDF: virginia-personal-knowledge-entry.pdf

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $0.00

Sequence Number: 1

Reference number: VA-SAMPLE-KNOWN

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Riley Jordan

Participants

Signer Information

Name: Riley Jordan
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: Personally known

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $10.00

Sequence Number: 1

Reference number: VA-SAMPLE-WITNESS

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Casey Bennett

Participants

Signer Information

Name: Casey Bennett
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: One credible witness

> **Credible Witness #1 Information**
>
> **Role:** Credible Witness #1 — Used to establish signer identity for Casey Bennett
> **Name:** Avery Carter
> **Address:** 200 Example Avenue, Richmond, VA 23219
> **Identification Method:** Driver's license

App export connecting a principal to the credible witness’s printed name, address and identification type. Synthetic export specimen; no customer data.

Sample PDF: virginia-credible-witness-entry.pdf

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $10.00

Sequence Number: 1

Reference number: VA-SAMPLE-WITNESS

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Casey Bennett

Participants

Signer Information

Name: Casey Bennett
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: One credible witness

> **Credible Witness #1 Information**
>
> **Role:** Credible Witness #1 — Used to establish signer identity for Casey Bennett
> **Name:** Avery Carter
> **Address:** 200 Example Avenue, Richmond, VA 23219
> **Identification Method:** Driver's license

VA-J03 **Provide records for lawful inspection** Export sample verified

TRADITIONAL AND ELECTRONIC ACTS

Keep the journal available for lawful inspection.

§ 47.1-14(C)

Evidence and workflow: Printable exports provide readable entries and separate downloadable PDFs. The notary determines whether a request is lawful and arranges access in accordance with Virginia law.

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $5.00

Sequence Number: 1

Reference number: VA-SAMPLE-ID

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Morgan Ellis

Participants

Signer Information

Name: Morgan Ellis
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: Driver's license

App export with a fictional principal, Richmond address, identity type, act, date/time and $5.00 fee. Synthetic export specimen; no customer data.

Sample PDF: virginia-credential-entry.pdf

Commission Information

Notary's name: Taylor Sample — Virginia synthetic notary

Commission number: VA-DEMO-0001

Commission expiration date: 10/31/2030

Notarization Details

Notarization Date: 10/24/2026 @ 10:30AM Eastern Daylight Time

Location: 101 Sample Street, Richmond, VA 23219, Richmond City

Notary Fee: $5.00

Sequence Number: 1

Reference number: VA-SAMPLE-ID

Documents

- Virginia synthetic address affidavit (Acknowledgment) signed by Morgan Ellis

Participants

Signer Information

Name: Morgan Ellis
Address: 100 Example Lane, Richmond, VA 23219
Identification Method: Driver's license

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VA-J04 **Preserve records for at least five years** Ongoing responsibility

TRADITIONAL ACTS FROM JULY 1, 2026; ELECTRONIC ACTS

Retain applicable records for at least five years from the transaction.

§ 47.1-14(D)

Evidence and workflow: Keep an independent journal copy and a retention schedule measured from each transaction. A fresh export demonstrates portability; it cannot demonstrate that five years have elapsed.

VA-J05 **Protect the electronic journal and its backup** Ongoing responsibility

ELECTRONIC NOTARIAL ACTS

Protect integrity, maintain a backup and keep the record secure under the electronic notary's exclusive control.

§ 47.1-14(C), (F)

Evidence and workflow: Use the journal's record-integrity and backup controls and protect downloaded copies. Review account access and storage arrangements for the electronic notary's own records. This export review does not measure production storage or operator access.

VA-J06 **Retain remote-session evidence when required** Remote-session duty

REMOTE ELECTRONIC NOTARIZATION

When conference technology is the identity basis specified by the statute, retain the recording and identify any other identification used.

§ 47.1-14(C)

Evidence and workflow: Keep the audio/video recording connected to the corresponding journal act and protect it for the applicable retention period. The traditional-act specimens here are not remote-session recordings.

VA-J07 **Keep signature devices current and report compromise** Ongoing responsibility

ELECTRONIC NOTARIAL ACTS

Keep electronic-signature devices current, secure signature/seal control and report loss or possible unauthorized use as required.

§ 47.1-14(E)–(H)

Evidence and workflow: Check certificate/device status and keep a documented incident contact procedure. Promptly notify the Secretary in the commissioned name; report theft or vandalism to the appropriate law-enforcement agency. These are ongoing notary duties.

Journal software and electronic-notary authorization

Using an e-journal does not commission an electronic notary or authorize remote notarization. Virginia's application requires the notary's technology description and certification of compliance with its standards. A completed sample record is not a government approval of a vendor.

Virginia electronic-notary application requirements

Official Virginia sources

Current Virginia Code § 47.1-14

Official handbook, revised October 7, 2026

Secretary of the Commonwealth: July 1, 2026 changes

Electronic-notary application and technology requirements