

NOTARY  
BASICS:  
REVIEW AND  
REFRESH



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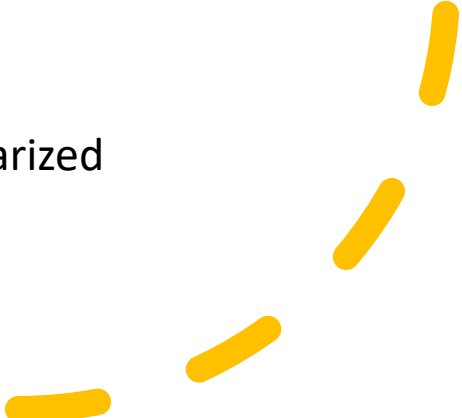


## **AGENDA**

### **Review: The Basics of Notarization**

- Signatures
- Notarial Acts in Oregon
- The Components of a Certificate
- The Notarization Process

### **Refresh: Common mistakes**


- Signatures
  - Notarizing documents that should not be notarized
  - Certificates
  - Apostilles
- 



# REVIEW: THE BASICS OF NOTARIZATION



## IMPORTANT BASICS ABOUT SIGNATURES

- Oath of office signature does not have to be your full legal name
  - Oath of office signature must match the format on your ID
  
  - Signatures on certificates must match your oath of office signature in format
  - Signatures on certificates must match your oath of office signature in general appearance
- 

# NOTARIAL ACTS IN OREGON

- ACKNOWLEDGEMENTS
  - Individual
  - Representative
- WITNESSING SIGNATURES
- OATHS
- VERIFICATIONS ON OATH OR AFFIRMATION
- COPY CERTIFICATION

# Acknowledgement: Individual

State of Oregon

County of Here

This record was acknowledged before me on today's date by name of signer.

*Notary Public*

Notary Public – State of Oregon

My commission expires: 07/08/2026



OFFICIAL STAMP

NOTARY QUE PUBLIC

NOTARY PUBLIC-OREGON

COMMISSION NO. 1234567

MY COMMISSION EXPIRES JULY 08, 2026

# Acknowledgement--Representative

State of Oregon

County of Here

This record was acknowledged before me on today's date by name of signer as

role of signer of signer's organization.

*Notary Public*

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Notary Public – State of Oregon

My commission expires: 07/08/2025



OFFICIAL STAMP

NOTARY QUE PUBLIC

NOTARY PUBLIC-OREGON

COMMISSION NO. 1234567

MY COMMISSION EXPIRES JULY 08, 2026

# Witnessing a Signature

State of Oregon

County of Here

Signed before me on today's date by name of signer.

Notary Public

Notary Public – State of Oregon

My commission expires: 07/08/2026



OFFICIAL STAMP

NOTARY QUE PUBLIC

NOTARY PUBLIC-OREGON

COMMISSION NO. 1234567

MY COMMISSION EXPIRES JULY 08, 2026



# Verification on Oath or Affirmation

State of Oregon


County of Umatilla

Signed and sworn to (or affirmed) before me on today's date by name of signer.

*Notary Public*

Notary Public – State of Oregon

My commission expires: 07/08/2026

	OFFICIAL STAMP
	NOTARY QUE PUBLIC
	NOTARY PUBLIC-OREGON
	COMMISSION NO. 1234567
	MY COMMISSION EXPIRES JULY 08, 2026

# Copy Certification

State of Oregon

County of Here

I certify that this is a true and correct copy of a record in the possession  
of name of signer.

Dated today's date.

Notary Public

Notary Public – State of Oregon

My commission expires: 07/08/2026



OFFICIAL STAMP  
NOTARY QUE PUBLIC  
NOTARY PUBLIC-OREGON  
COMMISSION NO. 1234567  
MY COMMISSION EXPIRES JULY 8, 2026



**COMPONENTS OF  
A CERTIFICATE**

**Six Components:**

All there every  
time

Together

Same side of the  
page

Clearly associated


## COMPONENTS OF A CERTIFICATE:

- LOCATION OF NOTARIZATION (STATE, COUNTY)
- LANGUAGE INDICATING THE ACT REQUIRED
- DATE OF NOTARIZATION
- NAME OF SIGNER





## THE NOTARIZATION PROCESS

- REVIEW THE DOCUMENT
  - VERIFY THE IDENTITY OF THE SIGNER
    - Doubts? Ask for backup
  - VERIFY THE WILLINGNESS AND CAPACITY OF THE SIGNER
    - Doubts? Refuse the notarization
  - COMPLETE NOTARY JOURNAL
  - COMPLETE THE CERTIFICATE
- 



**REFRESH: COMMON  
MISTAKES IN  
NOTARIZATION**

# Common mistakes

## Signatures:

- Incorrect format
- Don't match oath of office

## Notarizing documents that should not be notarized:

- Public documents
- Incorrect certificates


## Certificates:

- Missing components
- Failure to correct information
- Failure to complete information

## Apostilles:

- Signatures don't match

# Documents that should not be notarized

- Documents without a certificate
    - You may provide an appropriate certificate if the customer can tell you which act is required
  - Documents that have a certificate that asks a notary to do something a notary is not legally allowed to do
  - I-9 verifications
    - You may verify an employee's identity as required by the form, but these documents do not require notarization
  - Public documents
- 



# Public vs. Private: What's the difference?

## **Public Documents**

- Vital records
- County clerk or court records
- FBI fingerprint cards
  
- To get a certified copy: go to the appropriate entity/agency

## **Private documents**

- Drivers' licenses
- Passports
- Certificates of accomplishment or training
- Academic transcripts
- Personal papers
  
- To get a certified copy: take it to a notary



## PROBLEMS WITH CERTIFICATES

- Possible problems:
  - Wrong certificate for act requested by customer
  - Asks notary for acts not legally allowed in Oregon




## COMMON MISTAKES ON APOSTILLES

Customer errors:

- Submitting copy rather than original

Notary errors:

- Signatures that don't match
  - Stamp as protection device without full stamp on notarial certificate
  - Incomplete certificates
- 



QUESTIONS?

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