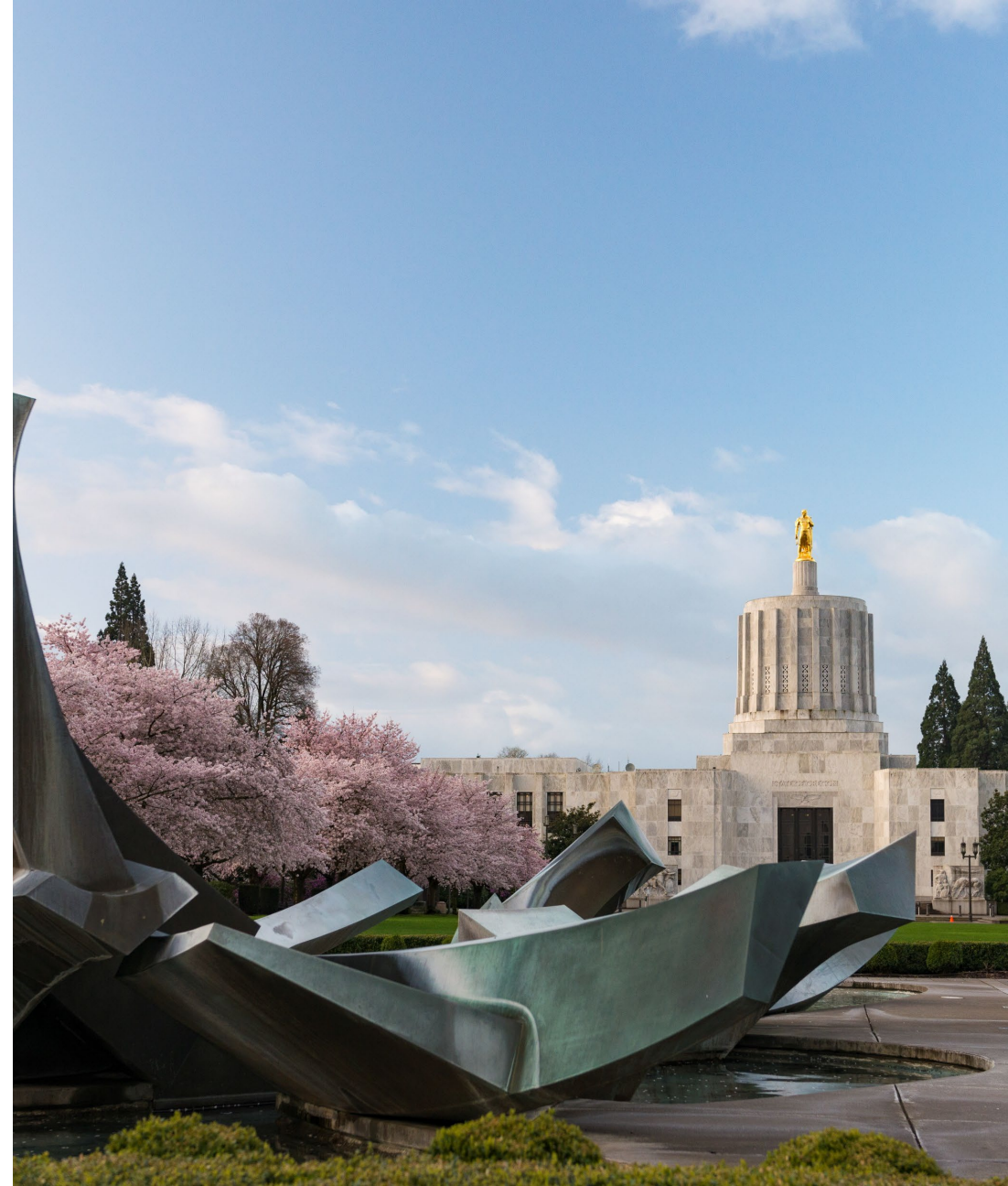


Notary Basics

Review and Refresh



Agenda

- Review: The Basics of Notarization
 - Signatures
 - Notarial Acts in Oregon
 - 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 an 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

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
- All together
- All on the same side of the page
- All clearly associated with one another

COMPONENTS OF A CERTIFICATE

Look for the first four before
you begin notarization

- LOCATION OF NOTARIZATION
(state, county)
- LANGUAGE INDICATING THE ACT
REQUIRED
- DATE OF NOTARIZATION
- NAME OF SIGNER
- NOTARY SIGNATURE
- NOTARY STAMP

THE NOTARIZATION PROCESS

- STEP ONE: Review the document
- STEP TWO: Verify the identity of the signer
 - Doubts? Ask for backup
- STEP THREE: Verify the signer's willingness and capacity
 - Doubts? Refuse the notarization
- STEP FOUR: Complete the notary journal
- STEP FIVE: Complete the notarial certificate
- FINALLY: Check your work for mistakes, correct if needed

Refresh: Common Mistakes in Notarization



Common Mistakes in Notarization

- 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
 - Notarization completed incorrectly

Documents that Should Not be Notarized

- Documents without a certificate:
 - You may provide a certificate if the customer tells you what act is required
- Documents with a certificate that asks you to do things notaries are not allowed to do in Oregon
- I-9 verifications:
 - You may verify an employee's identity as required by the form, but they 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

Private documents

- Drivers' licenses
- Passports
- Certificates of accomplishment or training
- Personal papers

PUBLIC DOCUMENTS

Request a certified copy from appropriate entity/agency

PRIVATE DOCUMENTS

Bring to a notary for copy and copy certification

Problems with Certificates



1

- Wrong Act for certificate requested by the customer
 - Refuse notarization and send customer back to check on what act is needed
 - Allow customer to choose different act and supply certificate (DON'T GIVE ADVICE)

2

- Asks notary for acts not allowed in Oregon
 - Refuse notarization



Common Mistakes on Apostilles


1

- Customer errors:
 - Submitting copy rather than originals

2

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

State of Oregon
Secretary of State

APOSTILLE (Convention de La Haye du 5 octobre 1961)	
1. Country: Pays / País: United States of America	
This public document Le présent acte public / El presente documento público	
2. has been signed by a été signé par / ha sido firmado por JEANNE MARIE GOLDSMITH	
3. acting in the capacity of agissant en qualité de / quien actúa en calidad de Notary Public	
4. bears the seal / stamp of est revêtu du sceau / timbre de / y está revestido del sello / timbre de the said notary	
Certified Attesté / Certificado	
5. at à / en Salem, Oregon	6. the le / el May 30, 2024 dia
7. by par / por Secretary of State, State of Oregon	
8. N° sous n° / bajo el número 134X544D5	
9. Seal / Stamp Sceau / timbre: / Sello / timbre: 	10. Signature: Signature: <i>LaVonne Griffin-Valade</i> Firma: LaVonne Griffin-Valade



This Apostille only certifies the authenticity of the signature and the capacity of the person who has signed the public document, and, where appropriate, the identity of the seal or stamp which the public document bears.

This Apostille does not certify the content of the document for which it was issued.

This Apostille is not valid for use anywhere within the United States of America, its territories or possessions.

To verify the issuance of this Apostille, call (503) 986-2200 or email CorporationDivision.SOS@SOS.oregon.gov
This certificate does not constitute an apostille under the Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents for those countries that have neither ratified nor acceded to that Convention, and remains subject to additional applicable authentication requirements.



QUESTIONS OR CONCERNS?

SECRETARY OF STATE CORPORATION DIVISION:

- CorporationDivision.SOS@sos.Oregon.gov
- <https://sos.oregon.gov/business>
- 503-986-2200

- NOTARY TEAM:
- NotarySeminar.SOS@sos.oregon.gov