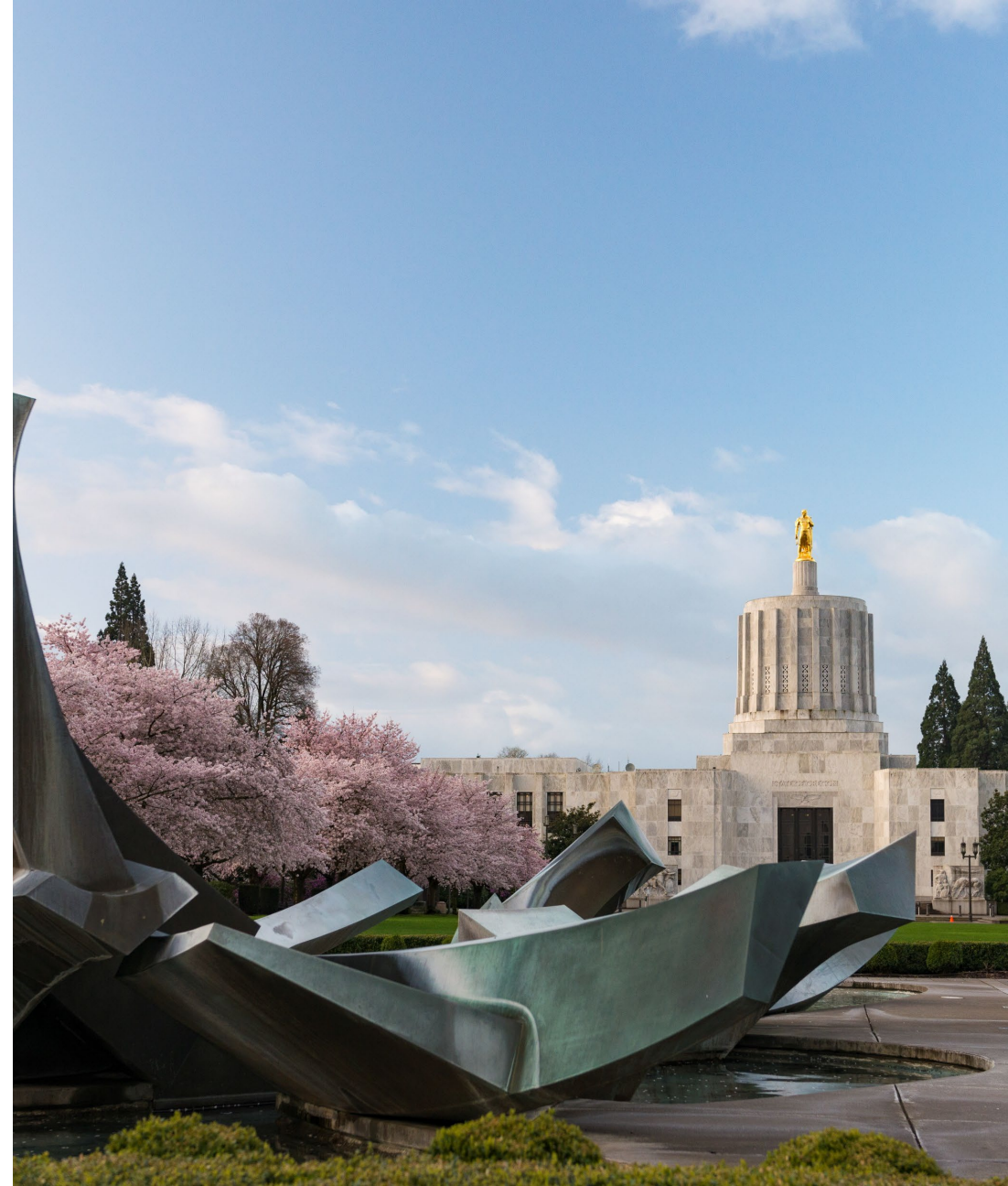


# Notary Basics

Preparing to get your Notary Commission





Featured Online Services

- Register a Business
- Register to Vote
- Oregon Business Name Search
- Search State Audits and Reviews
- Oregon Administrative Rules (OARs)
- UCC Search

[View All Online Services](#) ▶

Featured Links

- Authentication (or Apostille)**  
Get notarization or certification authenticated
- Small Business Assistance**  
Resolve issues with state and local agencies
- Report Misuse of State Government Resources**  
Report misuse of resources
- Notary Resources**  
Become a notary public



Latest News

- The Oregon General Election Voters' Pamphlet is Now Available**  
Sep. 3, 2024  
The Oregon Secretary of State's Elections Division released the Uniformed and Overseas Citizens Absentee [...]
- Oregon Elections Officials Join Local, State, and Federal Partners in 7th Annual Tabletop the Vote Exercise for 2024**  
Aug. 30, 2024  
This week, more than 50 representatives from a cross-section of government – local, state, federal, [...]
- Secretary Griffin-Valade Releases Updated Civic Engagement Toolkit for November General Election**  
Aug. 21, 2024  
Ahead of the May primary election, Oregon Secretary of State LaVonne Griffin-Valade released a civic [...]
- Translation Advisory Council in Need of New Members**  
Aug. 15, 2024  
The Translation Advisory Council anticipates the addition of new language members to comply with [...]
- We the People Minor Political Party**  
Aug. 13, 2024  
On August 12, 2024, the Elections Division determined that the petition for forming a statewide minor [...]



# Notary

[Register, Renew or Reinstale a Business](#)[Frequently Requested Services](#)[Find a Business](#)[Business Information Center](#)[Uniform Commercial Code \(UCC\)](#)[Notary](#)[Notary Qualification](#)[Notary Training](#)[Commission Application / Re-application](#)[Notary System FAQ](#)[Update a Commission](#)[Forms and Fees](#)[Notary News](#)[Resources and Aids to Notarization](#)[Oregon Notary FAQ](#)[Notary Stamp Vendors](#)[Authentication \(Apostille\)](#)

If you experience technical difficulties with Workday Learning, contact the Notary Team at [NotarySeminar.SOS@sos.oregon.gov](mailto:NotarySeminar.SOS@sos.oregon.gov).

[Become a Notary](#)[Notary Listing, searchable by name or city](#)[Notary Toolkit](#)[Remote Online Notarization](#)[Update a Commission Record](#)[? Get Help](#)[Frequently Requested Services](#)

Front Desk (walk-ins) open 8 a.m. to 5 p.m.  
Monday - Friday. Contact Center (phones) open  
Monday - Thursday 8 a.m. to 4:30 p.m.

- [Contact Us](#)
- [Business Alerts](#)

[🕒 Where's My Form?](#)

Filings received as of September 4

Online Filings (New and Renewal)	Estimated Time
Business Registry	1 Business Day
UCC	Now

Mail/Fax Service	Processing Date
Business Registry	8/23/2024
Notary	9/4/2024
UCC	9/4/2024
Copy Requests	8/22/2024

[Register, Renew or Reinststate a Business](#)

[Frequently Requested Services](#)

[Find a Business](#)

[Business Information Center](#)

[Uniform Commercial Code \(UCC\)](#)

**Notary**

[Notary Qualification](#)

[Notary Training](#)

[Commission Application / Re-application](#)

[Notary System FAQ](#)

[Update a Commission](#)

[Forms and Fees](#)

[Notary News](#)

[Resources and Aids to Notarization](#)

[Oregon Notary FAQ](#)

[Notary Stamp Vendors](#)

[Authentication \(Apostille\)](#)

[Business Records](#)

## Resources and Aids to Notarization

### Notary Training Resources

[Notary Basics Webinar Presentation](#)

[Notary Advanced Webinar Presentation](#)

[Notary Basics Refresher](#)

[Apostille and Authentication Presentation](#)

[Instructor-led and In-person practice sheets](#)

### Notarization Aids

[Notary Public Guide](#)

[Notary Certificates](#)

[Schedule of Fees](#)

[Apostilles and Authentications](#)

[Non English Documents and Translations](#)

[Documents that can't be authenticated by the Secretary of State](#)

[Documents that can be notarized](#)

[False Identification - What you need to know.](#)


[Notary Reference Card](#)

### Legal Resources


[Complaint Against a Notary](#)

Information about the complaint process.

[Sign up for Alerts](#)

 [Receive Notary News by email](#)

[Sign up for Training](#)

 [Notary Training](#)

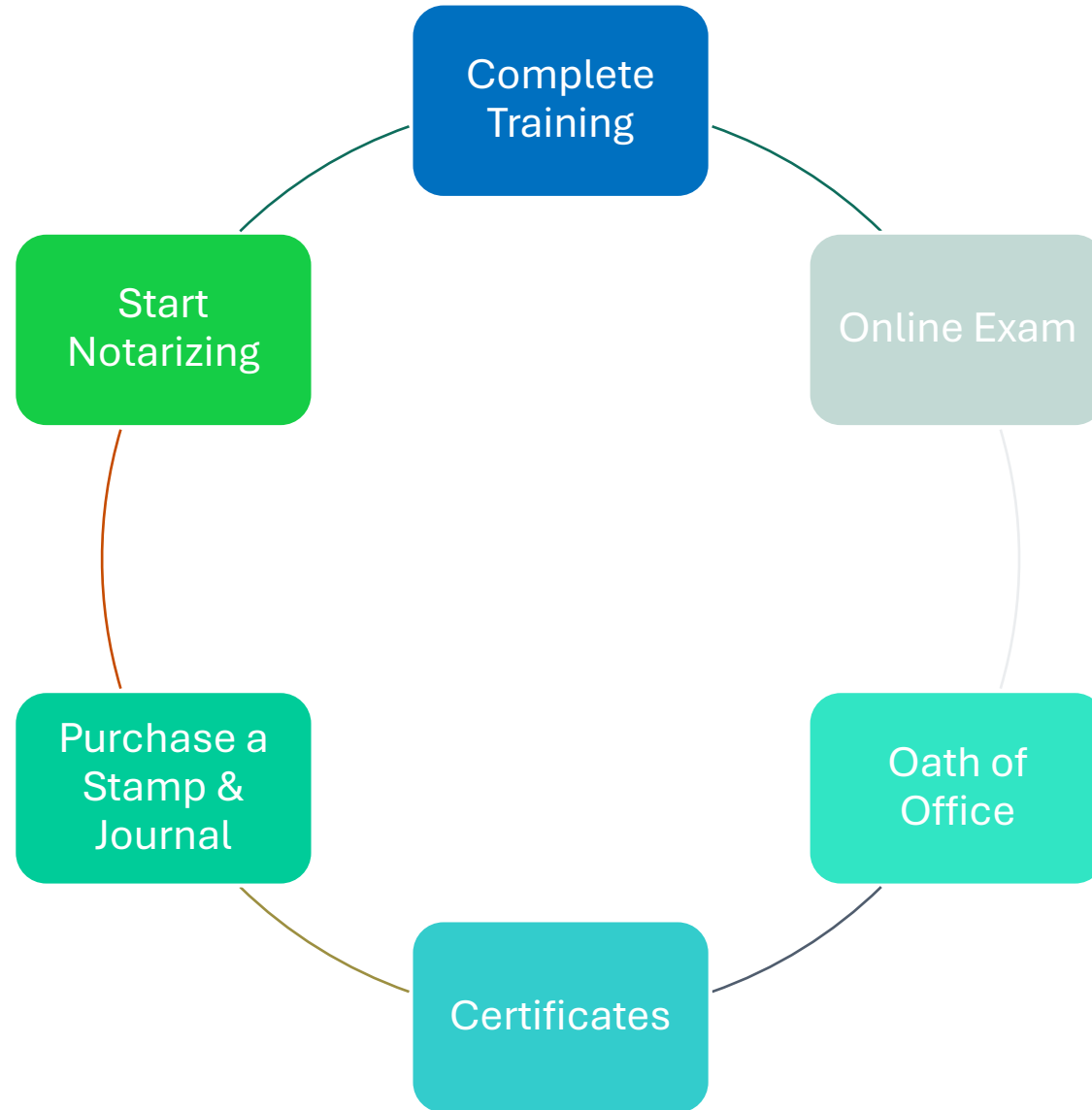
# Agenda

---

- Commission application
- Documents that should not be notarized
- Apostilles and authentications
- The notarization process:
  - Step 1. The document
  - Step 2. Verifying the signer's identity
  - Step 3. Confirming the signer's willingness and capacity
  - **Ten-minute break!**
  - Step 4. Completing the journal
  - Step 5. Completing the certificate

The training will conclude with practicing with journal entries and certificates. Please print out your practice sheets during the break if you have not already done so.

# Applying for a Commission



# Components of the Application for Commission

You will also need your education number

You are responsible for keeping this information updated with the Secretary of State

# 1

## Commission Name

*Must be your full legal name, including middle(s)*

---

# 2

## Commission Signature

*Can use a middle initial*

---

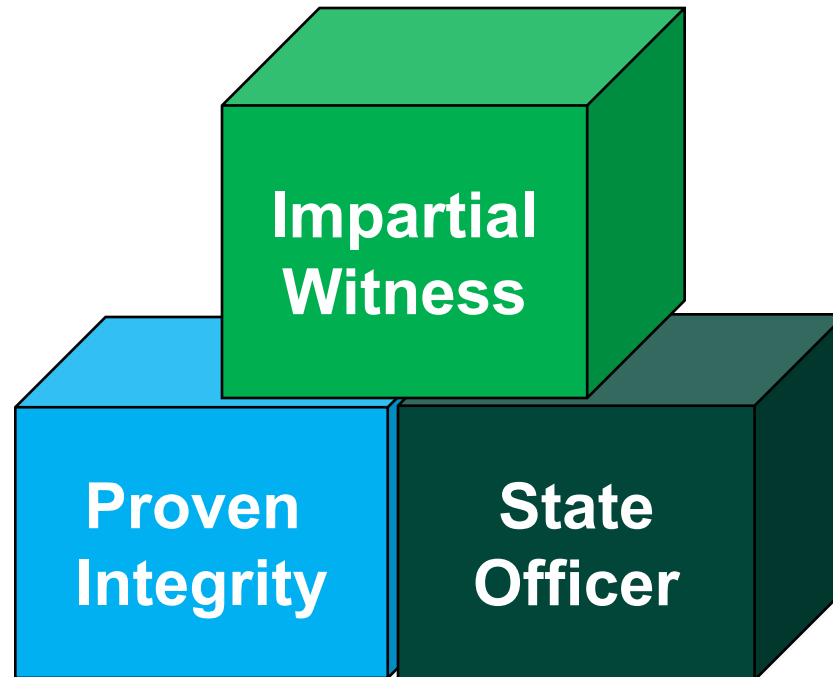
# 3

## Commission Address

*Can use a PO Box*

# What is a Notary?

**A notary is “a person of proven integrity appointed by the state to act as an impartial witness.”**





# Responsibilities of your Commission

1

## **Perform notarizations correctly**

An incorrect notarization could be challenged or declared invalid

2

## **Follow statute and rule**

Statute and rule take precedence over customer requests and workplace policy

3

## **Keep your stamp and journal safe**

You could be held liable for fraud committed with your stamp and journal

# Responsibilities to the Secretary of State

---

- Keep **all** contact information **up to date**
- **Notify us** of any changes:
  - Name (within 30 days)
  - Address (within 30 days)
  - Lost or stolen stamp or journal (within **10** days)
  - Resigning your commission
- Forms for information changes, submission of commission payment, and more:  
  
<https://sos.oregon.gov/business/Pages/notary-public-forms.aspx>

# Notaries are responsible for understanding laws and administrative rules governing notarization in Oregon

Why is this so important?

- Incorrect notarizations could be contested or declared invalid
- Incorrect notarizations could be refused by a receiving office or agency
- Unhappy customer? You could be sued for misconduct
- Good basic knowledge can keep you from performing notarizations you should refuse
- Correctly performed notarizations will help you meet the standard of reasonable care

# Reasonable Care: meeting the standard and protecting yourself

Reasonable care is “That degree of care which a person of ordinary prudence would exercise in the same or similar circumstances”

- Know and obey statute and rules
- Exercise good judgement and common sense
- Maintain your journal as a complete and accurate record of all your notarial activity
- Consider errors and omissions insurance
- Consider taking out a bond

# Misconduct

## Intentional Misconduct

- is deliberate disobedience of notarial statute or rule.

## Unintentional Misconduct

- is the negligent behavior that causes a notary to make an error in a notarization or accidentally forget to do what is required.

# Notary Public

- A Notary Public is usually not a lawyer
- An Oregon Notary Public may:
  - Take acknowledgements
  - Administer oaths
  - Witness signatures
  - Certify copies of documents not recordable in public records
  - Verify a signer's willingness and capacity to sign

VS.

# Notario Publico

- A Notario Publico must have legal training, but is not necessarily a practicing attorney; rather, they are a public official authorized to provide legal advice and support
- A Notario Publico may:
  - Be an arbitrator
  - Be a mediator
  - Issue judicial opinions
  - Intervene in judicial proceedings
  - Ensure that documents such as bylaws of companies, wills, deeds, powers of attorney, real estate purchase and establishments of trust conform to the law
  - Ensure payment of taxes

# Grounds for Revoking your Commission

For more detail see ORS 194.340

- 1 • Commission of a qualifying crime

- 2 • Misuse of your powers as a notary

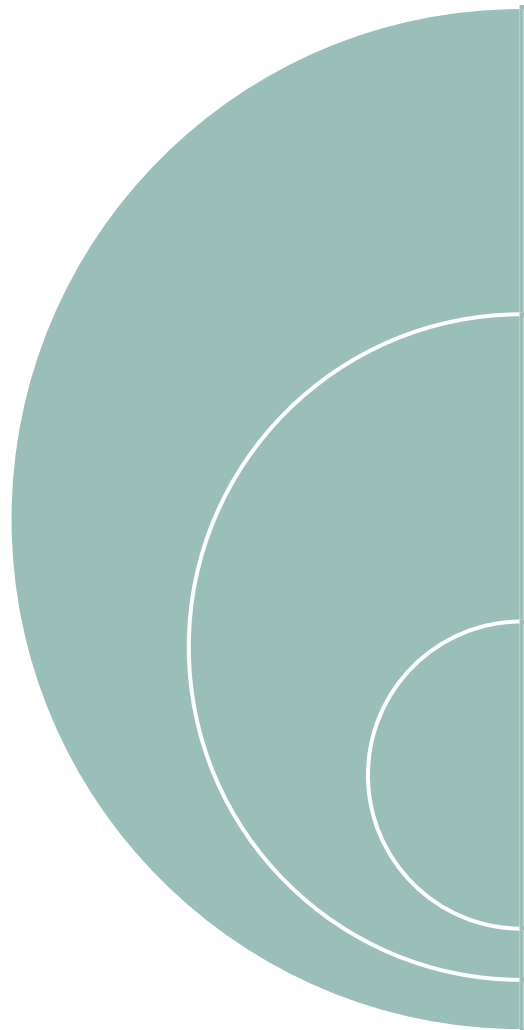


# Notarizing in the workplace: policy basics

Workplace policy DOES NOT apply to notarizations performed outside of your workplace

- What times the notary will be available.
- What types of documents.
- What fees, if any, and where posted.
- Responsibility and procedures for renewal.
- Notarization for colleagues on work premises.
- Security & disposition of journal & stamp.
- Any liability coverage under employer's insurance.





<h2>Fees</h2>	<ul style="list-style-type: none"><li>• \$10/act</li><li>• \$25/act (RON)</li><li>• OK to waive*</li></ul>
<h2>Fee information</h2>	<ul style="list-style-type: none"><li>• Publicly posted</li><li>• Available in advance</li></ul>
<h2>Travel fees?</h2>	<ul style="list-style-type: none"><li>• Permitted (public, available in advance)</li><li>• Amount not set by statute</li></ul>

\* Fee waiver form available on SOS website:

<https://sos.oregon.gov/business/Pages/notary-information-change.aspx>

# Documents that should not be notarized

- Documents without a certificate
  - You may provide an appropriate certificate if the customer can tell you what act is required
  - Never 'notarize' by simply stamping and signing the bottom of any document
- Documents that have a certificate that asks a notary to do something a notary is legally not 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

**NEVER NOTARIZE BY STAMPING AND SIGNING THE BOTTOM OF A DOCUMENT.  
All notarizations MUST include a legitimate certificate.**

# Apostilles/Authentications

- Certifies the stamp, signature, and status of a public official (the notary)
- Does NOT certify or validate the content of the document getting the apostille
- Used to validate documents that need to be sent overseas
- Only for use on documents that are to be sent overseas
- Not valid for use on documents to be used within the U.S., or U.S. territories or possessions

# Documents that cannot be apostilled or authenticated

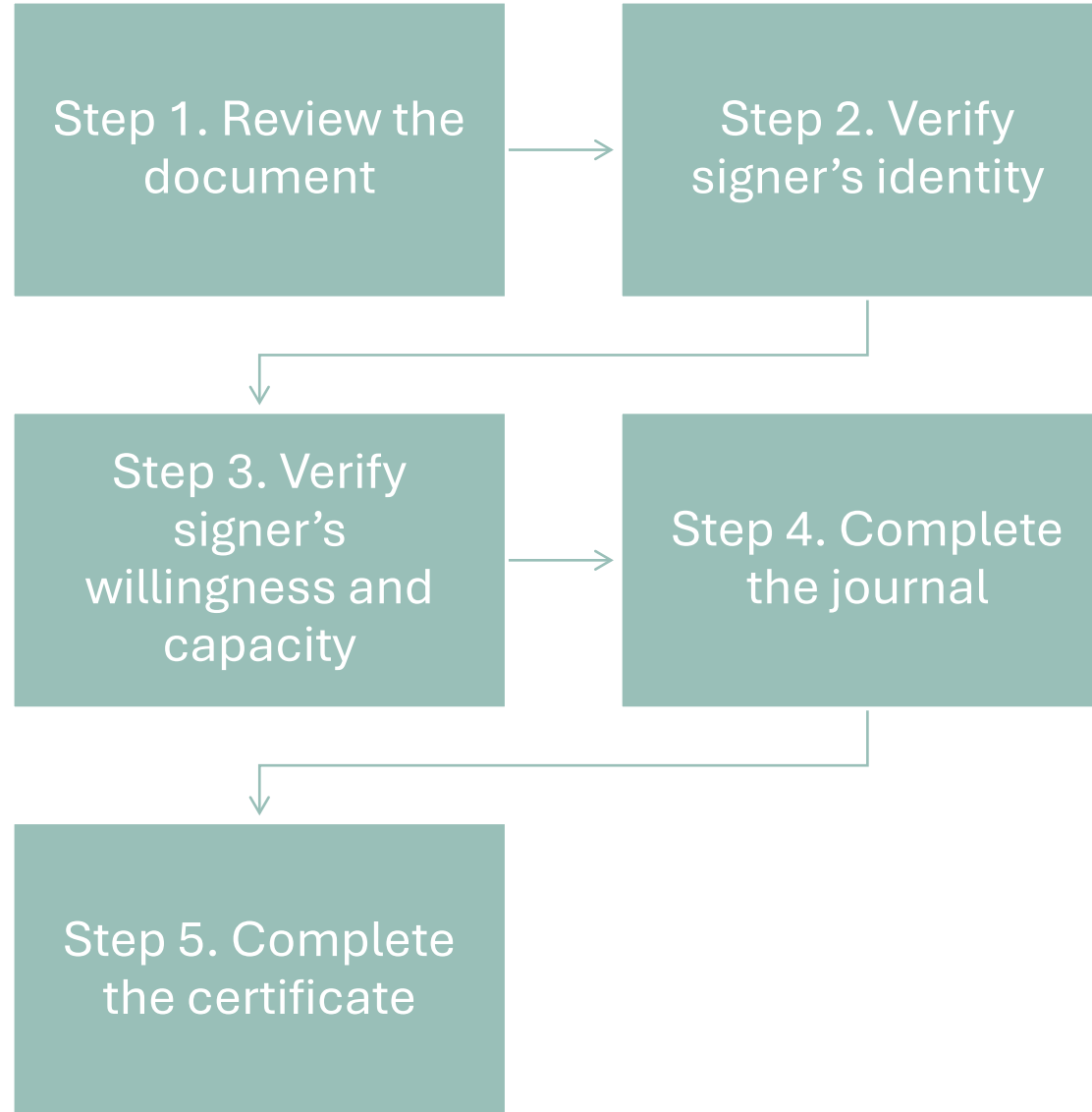
- Photocopies of public documents (must be originals or certified copies)
- Documents that:
  - Contain statements regarding allegiance to a government or jurisdiction;
  - Relate to the relinquishment or renunciation of citizenship, sovereignty, *in itinere* status or world service authority; or
  - Make a claim of immunity for the signer from the law of this state or from federal law

# What if I am asked to notarize a document that I know cannot be apostilled or authenticated?

- You may notarize the document, as long as it has an appropriate certificate that does not ask you to do something a notary is not allowed to do
- You may ask if they intend to request an apostille, and refer them to guidelines on what documents can be apostilled
- You may refuse the notarization, since the document will not be usable for its intended purpose

**Use your judgement--and remember that you are not allowed to give legal advice.**

# How to Properly Complete a Notarization



# Step 1. Review the document

Take your time!

---

- Look at the whole document
  - Make sure you have the complete document
  - Count the pages
  - Staple it together
- Look for journal requirements, review the certificate(s)
- Look for blank spaces
- Verify document and certificates are in a language you read and write
- Unfamiliar language/translated documents?

## Step 2. Verify signer's identity

Doubts? Use more than one  
method of identification

---

- Personal knowledge
- Credible witness
- Identification documents



# Credible Witness

- Witness identifies **Signer**
- Notary identifies **Witness** – ID or knowledge
- Witness is credible through **Oath**



Do you solemnly (swear)(affirm),  
under penalties of perjury,  
that you personally know this person  
as \_\_\_\_\_,  
that he/she is the person named in  
the document, and  
that you have no financial interest in  
and are not a party to this transaction  
(*so help you, God*)?

# Identification Documents

Can be expired up to 3 years before date of notarization.

## Driver License or DMV issued ID Card

- Provisional, Limited Term or Learner's Permit.
- Or Non-expired Temporary Driver License or Temporary ID card – 30 days

## U.S. or Foreign Passport

- Passport or Passport Card

## U.S. Military ID Card

- Picture & Signature

## Federally Recognized Indian Tribe ID Card

## U.S. Government-Issued ID

## Correctional Facility ID for Inmates

# Step 3. Verify Signer's Willingness and Capacity

Why is this so important?

---

- Signer must understand what they are signing and why for the notarization to be legitimate
- Taking advantage of signers who lack capacity or coercing signers who are unwilling are common aspects of fraud and financial exploitation/abuse
- Fraud and financial exploitation are the fastest growing forms of elder abuse

# Financial Exploitation

On the rise and underreported

## What is it?

Improper use of another's resources for personal gain

## How does it happen?

- Without the victim's knowledge
- Trickery, intimidation, or influence
- Signer's impairment prevents informed consent

## What can you do?

- Be on guard in any situation that involves large amounts of goods or money
- Control the situation
- Learn more: : [www.oregonbankers.com/pr-eventing-elder-financial-exploitation-toolkit.html](http://www.oregonbankers.com/pr-eventing-elder-financial-exploitation-toolkit.html)
- Report concerns: 1-855-503-SAFE (7233)

The image features a dark teal background with a complex, cracked, and shattered glass texture. The cracks are irregular and jagged, creating a sense of fragmentation and damage. The overall tone is somber and dramatic.

**BREAK!**

# Step 4. Complete Journal

General journal requirements

---

- Must maintain at least one
  - Paper, electronic, or both
- Retention schedule
  - At least 10 years from date of last notarization in journal
- Journal agreement
  - If you change jobs and employer wishes to keep your journal
  - Never leave your stamp with employer
- Disclosure
  - Must be for substantial reason
  - Protect privacy of other customers when sharing information

# Step 4. Complete Journal

Specific requirements

---

- Acts that **MUST** be recorded in your journal:
  - Witnessing signatures
  - Acknowledgements (individual and representative)
- Acts that **SHOULD** be recorded in your journal:
  - Administering oaths or affirmations
  - Certifying copies

Remember: your journal protects you best when you record ALL notarizations!

# Step 4. Complete Journal

## How to fill out a journal entry

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
7/1/16 8:32 a.m.	Individual Ack.	6/15/15	Grant deed	Jim Garner 111 Main St. Salem, OR 97301	<i>J. Garner</i>	ODL; 8/21/25	32 pages; previously signed	\$10

- To comply with Oregon Consumer ID Theft Protection Act, record **type of ID and expiration date only**.
- Take the room you need to adequately document the act.
- Record all fees as well as when you waive fees: fees may be taxable income.
- No thumbprint provision in Oregon.
- Do not collect information that is not required in Oregon; this can be understood as invasion of privacy



# Journal: Credible Witness

Date/Time of Act	Type of Act	Doc. Date	Doc. Type	Printed Name Contact Address	Signature	ID	Additional Info	Fee
01/16/2017 10:30 a.m.	Oath	N/A	N/A	Marla May 2468 Neighborly Ln Yourtown, OR 97888	Marla May	ODL 5/21/2023	Credible Witness for John Jones	\$0
01/16/2017 10:30 a.m.	Indiv .Ack	01/16/2017	Limited POA	John Jones 2458 Neighborly Ln Yourtown, OR 97888	John Jones	Marla May, Credible Witness	N/A	\$10

## Step 5. Complete Certificate

Six components for each certificate: all there, every time

---

- Location/venue (state and county)
- Language indicating notarial act required
- Blank for name of signer
- Blank for date of notarization
- Added by notary:
  - Notary Stamp
    - Must be legible and reproducible
  - Notary Signature
    - Must match commission signature on file with SOS in both format and general appearance

# Filling Out a Certificate

State of Oregon

County of Here

On this 7th day of Sept. 2024, before me name of notary, a notary public, personally appeared John Doe, ~~personally known to me, or known by ID,~~ to be the person~~(s)~~ whose name~~(s)~~ is~~(are)~~ subscribed to this record, and acknowledged that he~~(she/they)~~ executed the same.

*Notary Public*

Notary Public


My Commission expires: **7/8/26**



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

# Notarial Acts in Oregon

*(see this list in the Notary Public Guide, p. 45)*



Acknowledgment (Individual & Representative)
Oaths (Verbal Oath & Verification on Oath or Affirmation - Jurat)
Witness a Signature
Copy Certification

# Acknowledgement

## Individual Capacity



1 Signer personally appears

---

2 Verify signer's identity

---

3 Signer acknowledges signature is theirs

# Acknowledgment - 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 8, 2026

# Acknowledgement

## Representative Capacity



1 Signer personally appears as a representative

---

2 Verify signer's identity AND signer's authority to be representative

---

3 Signer acknowledges signature is theirs

# Acknowledgment - 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. 1014537  
MY COMMISSION EXPIRES JULY 8, 2025



# Oaths—written or verbal

Subheading section 1



1 Verbal only (for example, credible witness)

---

2 Verification on oath or affirmation (also called a Jurat)

---

3 Both types must be administered verbally, with ceremony

# Verification on Oath/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 8, 2026

# Witnessing Signatures

Subheading section 1



1 Verify signer's identity

---

2 Verify signer is willing and competent

---

3 Signer signs while you watch (if they bring document already signed, they re-sign)

# Witnessing a Signature

State of Oregon  
County of Coos

Signed (~~or attested~~) 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

# Certifying Copies

Certify copies of private documents ONLY



1 Signer appears  
before you

---

2 You make copy of  
document

---

3 Signer signs your  
journal

# 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

# 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

BREAK



# The Notarization Process

When the certificate is provided for the notary

---

- Read the certificate carefully as part of step 1 of the notarization
- Remember to make your journal a complete record of the transaction
- Make sure the certificate is complete, and that you have made any corrections necessary to make it true

# The Notarization Process

When no certificate is provided

---

- How can you tell what act is required?
  - Ask the customer
  - If necessary, provide a list of acts for them to choose (DO NOT choose for them, that is giving legal advice)
  - If they can't choose, send them back to consult with document creator or attorney
- When customer provides the type of act, you can provide the appropriate certificate
- Add certificate directly to document if possible
- Attach a 'loose certificate' if you can't add certificate directly to the document



State of OREGON

County of Marion

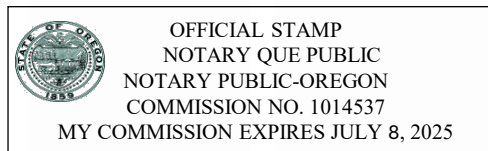
This record was acknowledged before me on (date) December 12, 2015 by

(name(s)) of individual(s) Sandra Brown.

Notary Public

Notary Public - State of Oregon

Official Stamp



Document Description

This certificate is attached to page - 1- of a Grant Deed (title or type of

document), dated December 12, 2015, consisting of -1- pages.



# Practicing with Journal Entries and Certificates



# **Acknowledgment Practice:**

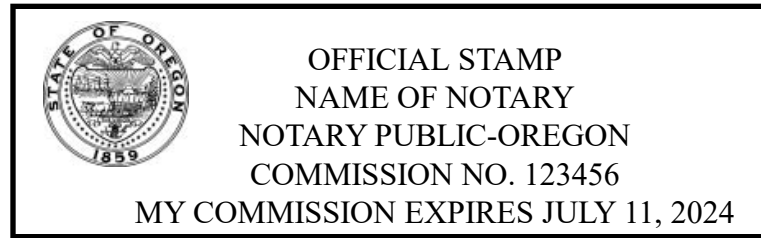
Page 1

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Individual Ack.	March 14, 2016	General Power of Attorney	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Changed location to OR & County to here	\$10

State of ~~Washington~~<sup>OR</sup> Oregon  
County of ~~Clark~~<sup>CLATSOP</sup> Here

BEFORE ME, the undersigned authority, on this date day of month, year personally appeared Name of Signer, ~~known to me~~/proven to me to be the person whose name is subscribed to the foregoing document and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

*Name of Notary*  
Notary Public – State of Oregon





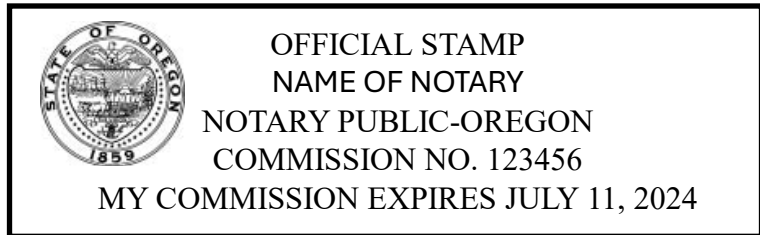
# **Representative Acknowledgment Practice:**

Page 2

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Rep. Ack.	Today's date or future effective date	Contract	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Mary Brown previously signed Signer filled in blank	-0-

State of Oregon  
County of Here

Signed and acknowledged before me on month, date, year by Name of Signer  
as President of Oregon Auto Sales.



*Notary*

\_\_\_\_\_  
*Name of*

**Witness Signature  
Practice:**  
Page 3

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Witness Signature	No date on document or Undated	Medical Release Form	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Resigned before me. Added notary certificate to form.	\$10

**Medical Release Form**

Child's Name: Mary A Smith

Address: 1234 Here Street

City: Salem, State OR Zip 97301

Cell Phone: 971-323-5555 Work Phone: 503-555-1234 Home Phone: 971-555-1212

I, Name of Signer (parent/guardian) give permission for my child,

Mary A Smith (child) to take part in all Englewood School events and activities for the 2021-2022 school year. I hereby release Englewood School and its staff from responsibility and liability for any injury or illness that my child may sustain during these activities. In an event of an emergency, I hereby authorize the adult supervisor of this activity as an agent for me to consent to any medical, dental, surgical treatment and care deemed necessary by a licensed medical or dental professional. I consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care under the general or special supervision and upon the advice of or to be rendered by a physician, dentist and/or surgeon licensed under the Medical Practice Act and Dental Practice Act for my child. I expect to be notified as soon as possible. I further agree to pay all charges for the medical, dental or hospital care or treatment.

**Please sign in the presence of a Notary Public**

Name of Signer

Parent/Guardian Printed Name

Signature of Signer *Signature of Signer*

Parent/Guardian Signature

*State of Oregon*

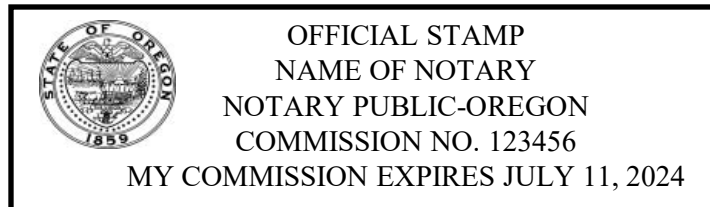
*County of Here*

*Signed before me on Today's date, Year, by Name of Signer.*

*Signed before me by Name of Signer on Today's date, Year.*

*Name of Notary*

Notary Public – State of Oregon



# **Verification on Oath or Affirmation**

(Jurat)

**Practice:**

Page 4

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Jurat/ verification on oath or affirmation	undated	General Affidavit	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Added signers name to certificate	\$10

State of Oregon  
County of Here

Subscribed and sworn to/~~affirmed~~ before me on this today's date, of month,  
20Year, by Name of Signer.

*Name of Notary*  
Notary Public – State of Oregon



OFFICIAL STAMP  
NAME OF NOTARY  
NOTARY PUBLIC-OREGON  
COMMISSION NO. 123456  
MY COMMISSION EXPIRES JULY 11, 2024

**Certified Copy**  
**Practice:**  
Page 5



Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Copy Certification	June 6, 1968	High School Diploma	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	N/A	\$10

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: Date, Month, Year

*Name of Notary*

Notary Public – State of Oregon



OFFICIAL STAMP  
NAME OF NOTARY  
NOTARY PUBLIC-OREGON  
COMMISSION NO. 123456  
MY COMMISSION EXPIRES JULY 11, 2024

# Other Resources

- **American Society of Notaries:** [www.asnnotary.org](http://www.asnnotary.org)
- **National Notary Association:** [www.nationalnotary.org](http://www.nationalnotary.org)
- **Laws and Rules, Notary Guide and more:**  
<https://sos.oregon.gov/business/Pages/resources-aids-notarization.aspx>

# Questions?

Contact us!

[CorporationDivision.SOS@sos.oregon.gov](mailto:CorporationDivision.SOS@sos.oregon.gov)

503-986-2200

Notary team:

[NotarySeminar.SOS@sos.oregon.gov](mailto:NotarySeminar.SOS@sos.oregon.gov)

