

Notary Basics

Preparing to get your Notary Commission





Oregon Secretary of State
Tobias Read



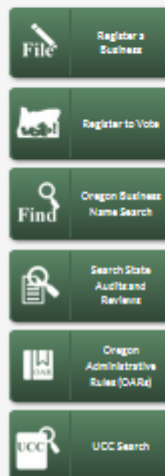
Business

Voting & Elections

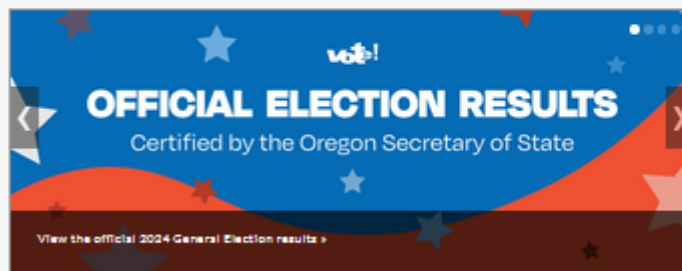
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ADVISORY: 2025 Oregon Kid Governor Swearing-in Ceremony

Jan. 13, 2025

Rosie Lamanga will be sworn in as Oregon's 2025 Kid Governor in a special ceremony hosted by Secretary [...]

Secretary of State Tobias Read Appoints Steve Bergmann as Director of Audits Division

Jan. 9, 2025

Today, Secretary of State Tobias Read officially appointed Steve Bergmann to serve as the director [...]

Secretary of State Tobias Read Sworn In to Office

Jan. 7, 2025

Today, Tobias Read was sworn in as Oregon's 30th Secretary of State. Secretary Read's top priorities [...]

Secretary of State LaVonne Griffin-Valade Recognizes County Clerks with the 2024 National Association of Secretaries of State Medallions

Dec. 17, 2024

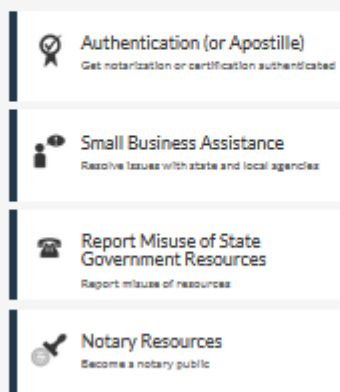
In her capacity as a member of the National Association of Secretaries of State (NASS), Oregon Secretary [...]

Secretary of State LaVonne Griffin-Valade and Governor Tina Kotek Certify 2024 General Election and Presidential Electors

Dec. 12, 2024

"Election was safe, secure, and accurate. I am immensely proud of their efforts, as Oregon once again [...]"

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Notary

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If you experience technical difficulties with Workday Learning, contact the Notary Team at NotarySeminar.SOS@sos.oregon.gov.

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Monday - Friday. Contact Center (phones) open
Monday - Thursday 8 a.m. to 4:30 p.m.

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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

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Notarization Aids

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[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.](#)


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Information about the complaint process.

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 [Notary Training](#)

Expectations

- Attendees will be present for the entire training, including quizzes
- Arriving more than fifteen minutes late or leaving early will result in no credit for the training
- Training will be conducted with mutual respect from all present:
 - Attention to trainer
 - No talking while trainer is speaking
 - Wait to be called on to ask questions
 - Be kind to other trainees in discussion

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.

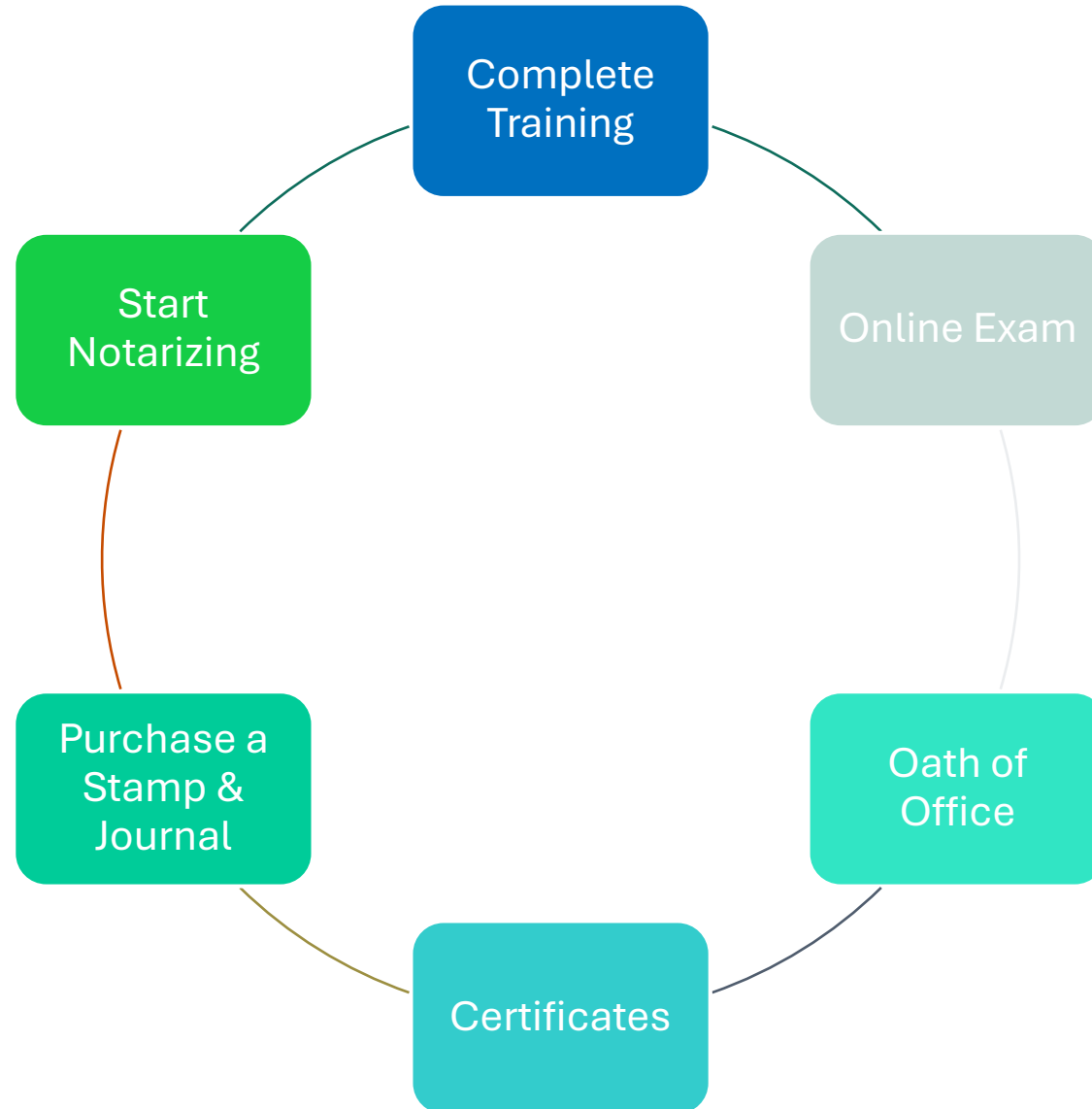
Agenda

- 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
 - Quiz!
 - **Ten-minute break!**
 - Step 4. Completing the journal
 - Step 5. Completing the certificate
 - Quiz!
 - **Ten-minute Break!**
 - Practice

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

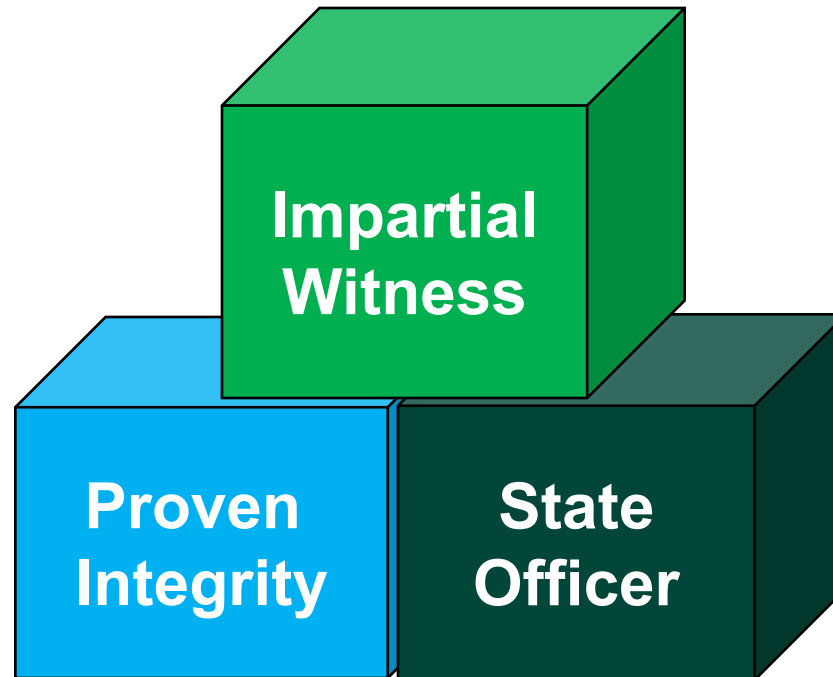
3

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.



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

* 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

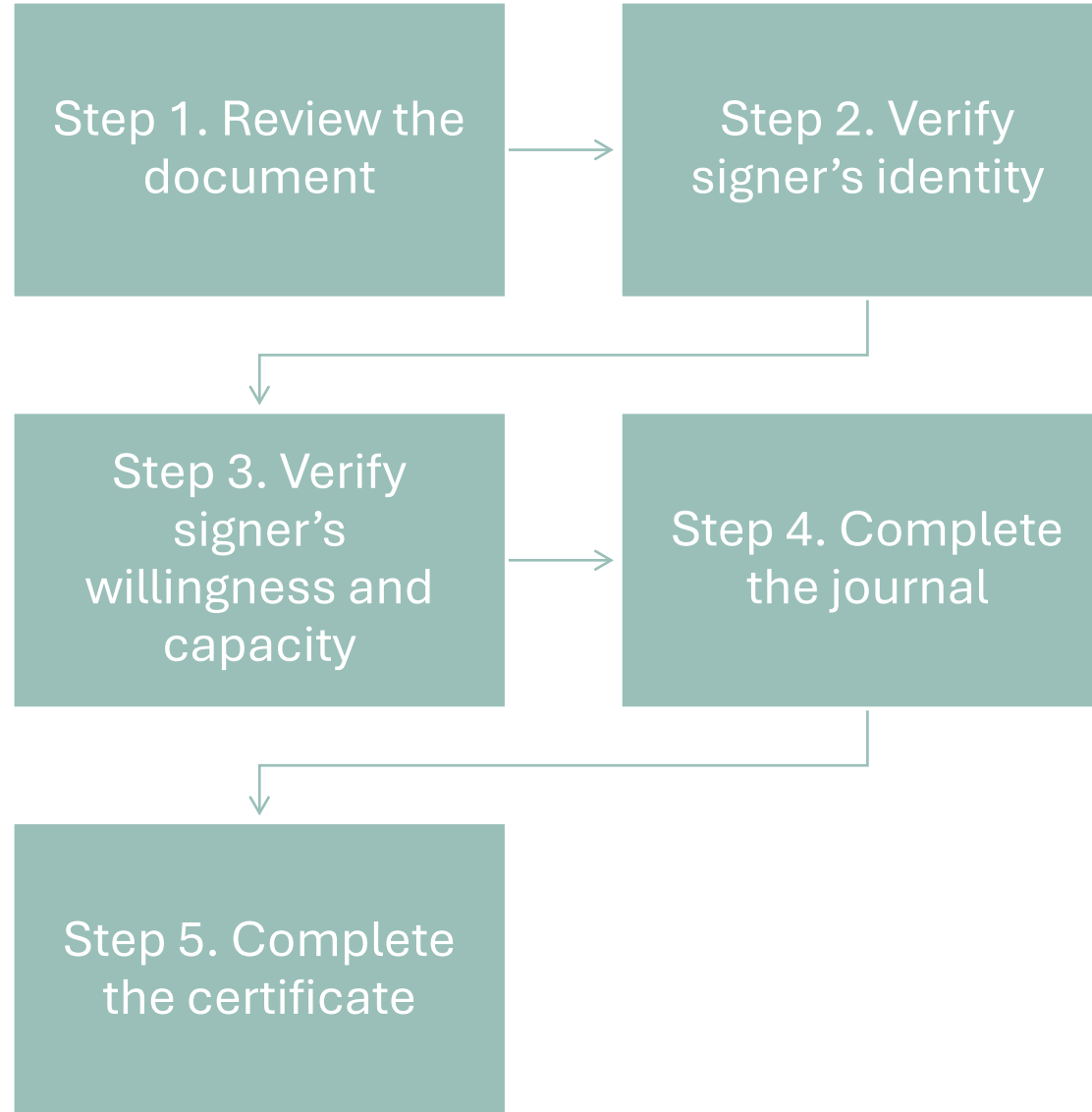
- Photocopies of public documents (must be originals or certified copies)
- Documents that:
 - Contain statements regarding allegiance to a government or jurisdiction;
 - Relate to the relinquishment or renunciation of citizenship, sovereignty, *in itinere* status or world service authority; or
 - Make 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 Tribal 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
- Report concerns: 1-855-503-SAFE (7233)

Quick Quiz!

1. What form of your name should be used for your commission name?
2. What form of your name should be used for your commission signature?
3. You are required to keep your commission address up to date. Why is this important?
4. Your stamp and journal are lost or stolen. What do you do?
5. You notarize primarily or entirely at work. What happens to your stamp and journal when you leave for a new job?
6. What do I do if I am asked to certify a copy of a birth certificate?
7. Does the notary have to know a credible witness in order to proceed with a notarization where the signer is using a credible witness to verify their identity?

Quiz Answers

1. Your commission name must be your full legal name: first, middle name(s), and last. No initials, first and middle name must be spelled out.
2. Your commission signature may be any form of your name that you like, as long as it verifiable by an ID.
3. If the Secretary of State cannot contact when we need to with a question about a notarization you have performed, you could end up having your commission or even revoked for not responding.
4. If your stamp or journal is lost or stolen, it must be reported to the Secretary of State within ten days.
5. You must take your stamp with you. You may leave your journal with your employer if you have signed a journal agreement indicating that this was agreed on. If you do leave your journal behind, photocopy it and bring the copies with you in case you are asked at a later date to provide documentation of a notarization you performed.
6. A birth certificate is a public document, so a notary may not certify a copy. If the customer wants a certified copy, they must request it from the department of Vital Records.
7. The notary does not need to know the credible witness, but the credible witness needs to know the signer.



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	\$10
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 08, 2027

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

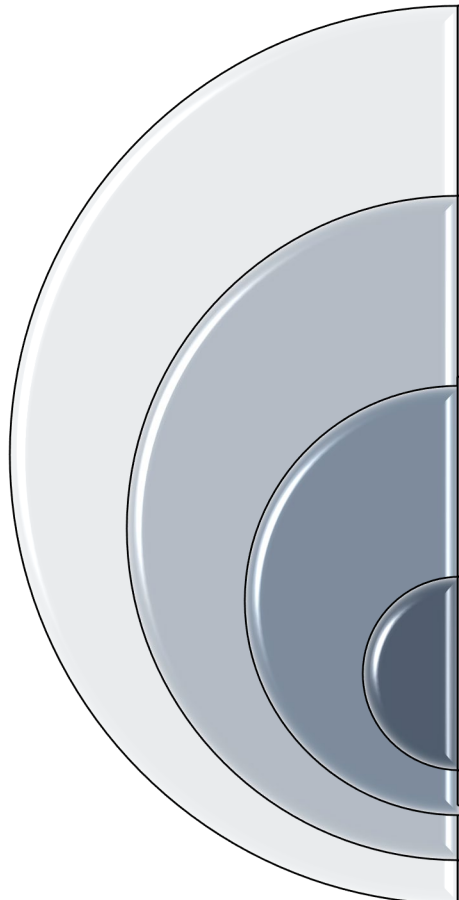
My Commission expires: 7/8/26



OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1234567
MY COMMISSION EXPIRES JULY 08, 2027

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



Oregon Secretary of State
Corporation Division



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 08, 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 08, 2025

Oaths—written or verbal

Don't skip administering them!



- 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 08, 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



Oregon Secretary of State
Corporation Division



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 08, 2026

Quick Quiz!

1. What should the notary do if they are not sure the signer is signing of their own free will?
2. Is a hole-punched drivers' license an acceptable form of ID?
3. What are the six required components of a certificate?
4. What are the notarial acts allowed in Oregon?
5. What do I do if the signer brings in a document that has no certificate?
6. What acts are required to be recorded?
7. Why is it a good idea to record everything?

Quick Quiz Answers

1. The notary should speak to the signer alone to ask if they are willing to sign. If they are not willing or not sure, the notary must stop the notarization.
2. No. Typically a hole is punched in an ID to indicate it is no longer valid.
3. The required components are: the state and county where the notarization is being performed, the date of the notarization, the name of the signer, language indicating the notarial act required, and the stamp and signature of the notary.
4. The acts allowed are: witnessing a signature, witnessing a signature acknowledgement, administering an oath(verbal or jurat), and certifying a copy.
5. If your signer does not have a certificate, you may add a certificate as long as the customer can tell you what act is required.
6. Notaries are required by statute to record witnessing signatures and witnessing signature acknowledgements in their journal. They are not required to record administering oaths or certifying copies.
7. It is a good idea to record everything so that you will always be able to produce the record of a specific notarization if you are asked to do so. Your journal can protect you and your customers best when it is a complete and accurate record of all of your notarial activities.



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

Grant Deed

lkasdjflksdjflsdkjflsdkjflsdkfjlsdkfjlsdkjfl
sdkfjlsdkfjlsdfjlsdkfjlsdkfjlsdkfjlsdkj
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fsdkfjlsdkfjlsdkjflksasdjflksdjflsdkjflsdkjflsd
kjflsdkfjlsdkfjlsdkfjlsdkfjlsdfjlsdkfjlsdfjls
dkfjlsdkfjlsdkfjlsdkjfsdkfjlsdkfjlsdkjflsk
lkasdjflksdjflsdkjflsdkjflsdkfjlsdkfjl

Sandra L. Brown

State of OREGON

County of Marion

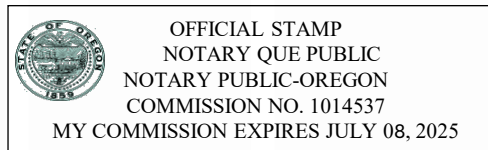
This record was acknowledged before me on (date) December 12, 2015 by

(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.

Grant Deed

lkasdjflksdjflsdkjflsdkjflsdkjflsdkfjldskfjlsdkjfl
sdkfjlsdkfjlsdfjlsdkfjlsdfjlsdkfjlsdkfjlsdkfjlsdkj
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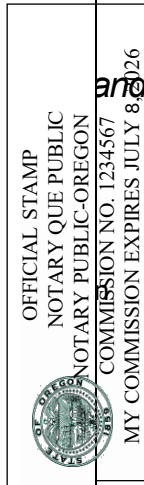
lkasdjflksdjflsdkjflsdkjflsdkjflsdkfjldskfjl

Sandra L. Brown

Notarial Certificate attached.

before me on (date) December 12, 2015 by

andra L. Brown

Official Stamp

OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1014537
COMMISSION EXPIRES JULY 08, 2025

page -1- of a __Grant Deed__ (title or type of document),

onsisting 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~~^{OR} Oregon
County of ~~Clark~~^{OR} 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



OFFICIAL STAMP
NAME OF NOTARY
NOTARY PUBLIC-OREGON
COMMISSION NO. 123457
MY COMMISSION EXPIRES JULY 11, 2027

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.



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

Name of Notary

Notary Public – State of Oregon

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

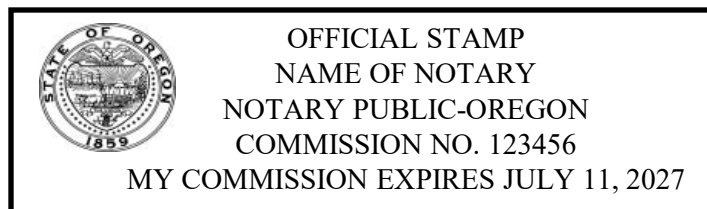
County of Here

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, 2027

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, 2027

Other Resources

- **American Society of Notaries:** www.asnnotary.org
- **National Notary Association:** 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

503-986-2200

Notary team:

NotarySeminar.SOS@sos.oregon.gov

