Attaching a Notarial Certificate

An attached or “loose” certificate is filled out like any other notarial certificate, with a few additional details. Because a loose certificate is not an integral part of a document, it is very important to guard against its fraudulent use. The object is to make sure that the certificate may be used with one, and only one, particular document.

Any notarial wording on the document itself that the certificate is replacing should be crossed out and the words “SEE ATTACHED NOTARIAL CERTIFICATE” should be typed or written on the page.

- Staple the full page certificate after the signature page, so that a recorder can easily film the certificate in sequence with the signature that goes with it.
- On the certificate itself, the document’s date, type, and the number of pages should be noted at the bottom of the certificate, e.g., “Attached to declaration, signed by John Hancock on July 4, 1776, two pages.”
- Write in the notarial journal, “used loose certificate” or “attached certificate.”
- You can use the notary stamping device to guard against fraudulent certificate use. Affix the impression so that it rests partly on the certificate and partly on the signer’s page, but make sure that the stamp does not obscure any writing or signatures on either paper. Make sure a whole impression is also on the certificate, so that an auditor can compare the divided impression to the whole.

Attach the certificate yourself; don’t allow someone else to do it. Sometimes a client will call later and ask for a “corrected certificate.” If there is a mistake, the document, and often the signer, will have to reappear before you. An unattached certificate is like a blank check; you could be liable for its misuse.
State of OREGON

County of ________________

This record was acknowledged before me on (date) ______________, 20______ by

(name(s)) of individual(s) __________________________________________.

________________________________
Notary Public - State of Oregon

Official Stamp

Document Description
This certificate is attached to page ____ of a __________________________ (title or type of document), dated ____________, 20___, consisting of _______ pages.
State of OREGON

County of ________________

This record was acknowledged before me on (date) ______________, 20______

by (name(s) of individual(s)) ____________________________________________ as

(type of authority) ___________________________ of (name of party on whose behalf

record was executed) ________________________________.

________________________________

Notary Public - State of Oregon

Official Stamp

Document Description

This certificate is attached to page _____ of a ___________________________ (title or
type of document), dated ______________, 20___, consisting of _______ pages.
State of OREGON

County of ____________________

Signed and sworn to (or affirmed) before me on (date) _____________, 20____

by (name(s) of individuals making statement) __________________________.

________________________________
Notary Public - State of Oregon

Official Stamp

Document Description
This certificate is attached to page ____ of a ______________________ (title or type of document), dated ____________, 20____, consisting of _______ pages.
Witnessing or Attesting a Signature

State of OREGON

County of ________________

Signed (or attested) before me on (date) ________________ , 20_____

by (name(s) of individual(s))______________________________________________.

________________________________
Notary Public - State of Oregon

Official Stamp

Document Description
This certificate is attached to page ____ of a ______________________ (title or type of document), dated _____________, 20___, consisting of _______ pages.
Certifying to a Copy of a Document

State of OREGON

County of ________________

I certify (or attest) that this is a true and correct copy of a record in the possession of _________________.

Dated: _______________, 20__.

________________________________
Notary Public - State of Oregon

Official Stamp

Document Description
This certificate is attached to page ____ of a ______________________ (title or type of document), dated ______________, 20___, consisting of _______ pages.