

# NOTARY QUICK REFERENCE

**\*\*\* Keep this handy little resource in your journal or with your stamp and follow these 5 steps before you notarize \*\*\***

**1**

## **Review the Document**

- Is the document complete?
- Get the journal information.

**2**

## **Identify the Signer**

- Personal Knowledge
- Credible Witness
- ID Documents

**3**

## **Determine the Signer's Willingness and Ability to Understand What is Being Signed.**

## **Complete Your Journal**

- Date & Time of Notarization
- Type of Notarial Act
- Date of Document
- Type of Document
- Signer's Name & Contact Address
- Signer's Signature
- Identification Used

**4**

## **Complete the Certificate**

- State & County
- Type of Notarial Act
- Date of Notarization
- Signer's Name
- Signature of Notary
- Notary Stamp

**5**

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## Personal Knowledge, Credible Witness or ID Required

ID can be expired up to 3 years before date of notarization. ID means:

- A U.S. passport or officially recognized passport of a foreign country.
- A driver's license or ID card issued by any state;
- United States military ID card; ID card issued by a federally recognized Indian tribe; or a document issued by the federal, state, county, or local govt. All must contain the person's photo and signature.

### Sample Jurat Oath

"Do you solemnly (swear) (affirm) that the statements in this document are true (so you help you God)?"

### Sample Credible Witness Oath

"Do you solemnly (swear)(affirm) under penalties of perjury that you personally know this person as (name of person whose signature is to be notarized), 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)?"

### Sample Certificate

State of Oregon

County of (county where notarized)

(Notarial act performed) before me on (date)  
by (name of signer).

Notary Stamp

Notary Signature