

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.

4. 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

5. COMPLETE THE CERTIFICATE

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

OREGON SECRETARY OF STATE

sos.oregon.gov/business

CorporationDivision.SOS@oregon.gov

(503) 986-2200



**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 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