

FEES & SUBMISSION INSTRUCTIONS

FEES:

\$10 per authentication; you will need a different authentication for each original individual public official signature (i.e. notary, registrar, county or court official).

SUBMISSION:

All requests are done on a first-come, first-served basis. Payment can be made by check or money order (payable to State of Oregon) or with credit card (Visa, MasterCard, Discover or American Express).

In person: We may be able to process it while you wait. Please allow 20 minutes per document. (Please arrive no later than 4pm to guarantee same day service.)

By mail please send the following:

- A brief cover letter with your name, phone number and other contact information, or use our form.
- Each original notarized document, or original certified copy.
- The applicable fee amount. (Cash not accepted via mail.)
- A return, self-addressed stamped envelope, so we can mail the documents precisely to the place you desire. **We are not responsible for documents that get lost in the mail.**

Regular Mail: Please allow 10 business days.

FedEx: Please allow 2-3 business days.

OREGON SECRETARY OF STATE
CORPORATION DIVISION

AUTHENTICATIONS AND APOSTILLES FOR:

OREGON PUBLIC OFFICIALS



Contact Information:

Phone: 503-986-2200

Email:

corporation.division@state.or.us

Website: sos.oregon.gov/business

Hours: Monday-Friday 8 am to 5 pm

Address:

Corporation Division
Public Service Building
255 Capitol St. NE, Ste. 151
Salem, OR 97310-1327

OREGON SECRETARY OF STATE
CORPORATION DIVISION



NOTAA (1503)

09/2013

INSTRUCTIONS FOR OBTAINING AN AUTHENTICATION FOR OREGON PUBLIC OFFICIALS

(If you have a document that does not meet the stated requirements please call our office before submission.)

WHAT IS AN AUTHENTICATION?

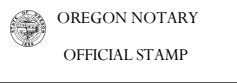
When a public document will be used outside the U.S., it's often necessary to have the certifying official verified with an authentication or apostille certificate. The Oregon Secretary of State can only authenticate the signatures of Oregon Public Officials. All authentication certificates issued by our office look the same, regardless of what country it will be used in. For an example please see our website.

Note: The authentication attests to the validity of the Oregon Public Official, but not to the contents of the underlying document.

AUTHENTICATING AN OREGON NOTARIZATION

The procedure is simple; send the original, notarized document to us, or bring it to our office in Salem. (See Fee & Submission Instructions on back.) **Background checks** by an Oregon agency must be notarized before submission. **FBI checks** must be submitted to the US Department of State in Washington D.C.

Notarization Example:

State of Oregon
County of _____
This document was acknowledged by _____ (signer) on _____(date).
<u>Notary Public Signature</u>


OREGON VITAL RECORDS

(Birth, Death, Marriage & Divorce Certificates)

Our office can authenticate a certified copy of an Oregon Vital Record issued by a county or the state. The registrar's name must be printed by the signature; if your copy doesn't have a printed name, please contact the state for a new certified copy.

Oregon Center for Health Statistics

Phone: (971) 673-1190

800 NE Oregon St. Ste 205

Portland, OR 97232

www.healthoregon.org/chs

COUNTY AND COURT DOCUMENTS

All Oregon county and circuit court documents must be original certified copies, and the public official who certifies the record must provide their printed name, signature and title.

AUTHENTICATING SCHOOL RECORDS

When you need an Oregon school (elementary, middle, high school or college) transcript or diploma authenticated, you must have the person in charge of the records (normally the Registrar or Principal) certify to the record, in the presence of a notary, who will notarize that statement. Then the notarized transcript, or diploma, is sent to the Secretary of State's office for an authentication. See the Sample Certificates section for more details.

For more details on apostilles/authentications, and the authentication process, please visit our website at: sos.oregon.gov/business

SAMPLE NOTARY CERTIFICATES FOR SCHOOL RECORDS

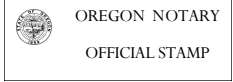
Below you will find sample notary certificates that we have found usually work in these instances. Feel free to use them, but please be aware that the Secretary of State does not guarantee they will be appropriate for your particular situation, nor are we advising you to adopt these methods. It is always best to consult with an official of the destination country before undertaking these procedures.

The face of the document should not be altered by the registrar or notary; the statement should either be typed on the **BACK** of the diploma or transcript, or on a separate sheet, stapled to the document.

Examples:

Statement & Notarization of Originals

I, _____, the (school registrar/principal) of _____ (name of school) hereby certify that this is the true and original school diploma/ transcript for _____ (student's name).

State of Oregon
County of _____
This ___ day of _____, _____, before me personally appeared _____ (school registrar/principal) and signed the above statement.
<u>Notary Public Signature</u>


Photocopy of Original Document

State of Oregon
County of _____
This ___ day of _____, _____, I hereby certify that this is a true and correct photocopy of the (diploma/grade transcript) for _____ (student's name) in the possession of _____ (name of person or school).

<u>Notary Public Signature</u>
