

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.

Acknowledgment in an Individual Capacity

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

My commission expires _____

Official Stamp

Document Description

This certificate is attached to page ____ of a _____ (title or type of document), dated _____, 20 ____, consisting of _____ pages.

Acknowledgment in a Representative Capacity

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

My commission expires _____

Official Stamp

Document Description

This certificate is attached to page _____ of a _____ (title or
type of document), dated _____, 20 _____, consisting of _____ pages.

Verification on Oath or Affirmation

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

My commission expires _____

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

My commission expires _____

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

My commission expires _____

Document Description

This certificate is attached to page ____ of a _____ (title or type
of document), dated _____, 20__, consisting of _____ pages.

Certificate for Special Circumstances

You might be asked to notarize a printed copy of an electronic record. For example, a customer may need an apostille for a document that was originally notarized using Remote Online Notarization (RON). In Oregon, an apostille cannot be attached electronically.

If a customer needs an apostille for a document that was notarized using RON, **the notary who performed the RON notarization** may print the document and its notarial certificate.

The notary must then do two things:

1. Certify a copy of the printed document and attach the certificate used for certifying a copy.
2. Attach the special circumstances certificate (shown below) to state that the original document was notarized using RON.

Important: This special circumstances certificate may be used only for documents that were originally notarized using RON. It should not be used for electronic documents that are simply being printed out for a standard in person notarization.

State of _____
County of _____

This transaction was completed before me by means of communication technology on _____ by _____

Notary Public
My Commission expires _____.