$40.00 Application Fee Please make checks payable to"Corporation Division".

Processing Fees are nonrefundable.

Notary Public Qualifications

Secretary of State - Corporation Division - 255 Capitol St. NE, Suite 151 - Salem, OR 97310-1327 - sos.oregon.gov/business- Phone: (503) 986-2200 Fax number: (503) 986-2300

To be a notary public in Oregon, you must meet certain qualifications at the time of application (ORS 194.315):

- [ ] Be 18 years of age or older.
- [ ] Be a resident of Oregon or have a place of employment or practice in this state.
- [ ] Be able to read and write English.
- [ ] Not have had a notary public commission revoked during the 10-year period preceding the date of this application.
- [ ] Complete a notary training course within the last 6 months.
  Note: As of January 1, 2025, required for all applicants.
- [ ] Not have been convicted of a felony or of any crime involving fraud, dishonesty or deceit during the 10-year period preceding the date of this application.
- [ ] Pass the Secretary of State's Notary Public examination.

You must meet the qualifications listed above to be a notary public in Oregon.

$40.00 Application Fee

Notary Public Commission Application

Secretary of State - Corporation Division - 255 Capitol St. NE, Suite 151 - Salem, OR 97310-1327 - sos.oregon.gov/business - Phone: (503) 986-2200 Fax number: (503) 986-2300

IN KEEPING WITH OREGON REVISED STATUTE 192.410-192.595, THE INFORMATION ON THIS APPLICATION IS PUBLIC RECORD. PLEASE PRINT LEGIBLY IN BLACK INK.

1. **FULL LEGAL NAME (AS PROVEN BY ID):**
2. **DATE OF BIRTH:**

Public Records Address will be available upon request.

3. **CURRENT COMMISSION NUMBER:** (If applicable)
4. **PUBLIC RECORDS ADDRESS:**

   CITY, STATE, ZIP:
5. **EMAIL ADDRESS:** (You will receive your certificates by email.) (Please make sure your spam folder accepts mail from our office.)
6. **TELEPHONE NUMBER:**
7. **NOTARY EDUCATION ID NUMBER: (Required)**
8. **HAVE YOU HAD A NOTARY COMMISSION REVOKED FOR OFFICIAL MISCONDUCT?** ☐ **YES** ☐ **NO**
9. **HAVE YOU HAD A FELONY CONVICTION OR ANY CRIME INVOLVING FRAUD, DISHONESTY OR DECEIT WITHIN THE LAST 10 YEARS?** ☐ **YES** ☐ **NO**

OATH OF OFFICE (Applicant must sign before a notary public)

I, _____, (Applicant's Commission Name) do solemnly (swear) (affirm), under penalty of perjury, that the answers to all questions on this application are true and complete to the best of my knowledge. I qualify to be commissioned as a Notary Public and have not been convicted of a crime listed in ORS 194.340. I understand that my signature on the notarial application is my consent for a criminal background check through Oregon State Police pursuant ORS 194.370. My failure to comply with Secretary of State requirements that my commission name and address be kept current, and with all other statutory and rule requirements, may result in sanctions including suspension or revocation of my commission.

I, PERSONALLY, have completed the notarial examination to the best of my ability. I do solemnly (swear) (affirm) that upon appointment, I will support the Constitution and laws of the United States and the State of Oregon, and I will faithfully perform the duties of a Notary Public in and for the State of Oregon according to the best of my ability.

Applicant's Official Signature
(Must match and be proven by ID)
The official signature must be used when performing a notarial act.

State of: _____ County of: _____

Subscribed and (sworn) (affirmed) before me,

(Notary Public's Printed Name)

by

(Applicant's Commission Name)

this _____ (day) day of _____ (month) (year)

AFFIX WITNESSING NOTARY STAMP ABOVE

Notary Public (Signature)

OPEN BOOK EXAMINATION

The answers to all questions can be found in the Oregon Notary Guidebook and the 2013 Oregon Revised Statutes and Oregon Administrative Rules. The Open Book Examination is required for applicants regardless of current commission status. You must not miss more than FOUR of the twenty questions. You may retake the test as many times as necessary to pass.

TRUE OR FALSE - MARK THE APPROPRIATE BOX.

◯ True ◯ False 1. An Oregon Notary Public is required to be bonded.

◯ True ◯ False 2. A notary can notarize his or her own signature.

◯ True ◯ False 3. When using an attachment certificate a complete imprint must be on the certificate. A second imprint may overlap the signature page and certificate as a protection device.

◯ True ◯ False 4. The official stamp shall not be placed over any signature in a document to be notarized or in a notarial certificate, nor over any writing in a notarial certificate.

◯ True ◯ False 5. Notaries must sign the certificate exactly as on file with the Secretary of State.

◯ True ◯ False 6. The commission, journal and stamp belong to the employer if the employer pays for all of it.

◯ True ◯ False 7. The notary can charge less than the statutorily stated fee.

◯ True ◯ False 8. The notary must personally know the credible witness.

◯ True ◯ False 9. A non-attorney notary may give legal advice on how to complete a document.

◯ True ◯ False 10. The official stamp of a notary public may be in any color ink that is legible and reproducible.

MULTIPLE CHOICE - MARK THE ONE APPROPRIATE BOX

11. Other than state driver license, state ID, U.S. military ID, and U.S. and foreign passports, what is "acceptable ID?"
   - ◯ 1) Anything that shows a picture and provides a signature.
   - ◯ 2) Only a document issued by the state or federal government.
   - ◯ 3) ID issued by a U.S. governmental agency that is current or expired not more than 3 years that includes a photo and signature.

12. How long does a notary have to notify the Secretary of State of a change in their legal name during their commission?
   - ◯ 1) Within 30 days.
   - ◯ 2) Within 60 days.
   - ◯ 3) Within 90 days.

13. Does a notary have the right to refuse a notarization?
   - ◯ 1) No, the notary must notarize when asked.
   - ◯ 2) Yes, unless the employer requires it.
   - ◯ 3) Yes, as long as there are appropriate reasons for the refusal.

14. Where can an Oregon notary perform a notarial act?
   - ◯ 1) Only in the county they live in.
   - ◯ 2) Anywhere in the United States as long as it is an Oregon document.
   - ◯ 3) Only within the bounds of Oregon.

15. How long is a notary's term of office?
   - ◯ 1) 2 years
   - ◯ 2) 4 years
   - ◯ 3) 10 years

16. What should a notary public do with their stamp once their commission expires?
   - ◯ 1) Keep it in a safe, secure location.
   - ◯ 2) Send it in to the Secretary of State's office.
   - ◯ 3) Destroy it.

17. What is required for an Oregon Notarial Certificate?
   - ◯ 1) Location, date of notarization, who appeared, notarial act, notary's signature and stamp.
   - ◯ 2) Date of notarization, notary's signature and stamp.
   - ◯ 3) Notary's signature and stamp.

18. Does a notary public have to look at the entire document or just the page that is being signed?
   - ◯ 1) Just the page where the signer is signing.
   - ◯ 2) The entire document to make sure it is complete.
   - ◯ 3) The document is private; the notary is only concerned with the signer.

19. Upon expiration of the notary's commission a notary may destroy the journal:
   - ◯ 1) At any time.
   - ◯ 2) Upon receiving authorization from the Secretary of State.
   - ◯ 3) Ten years after the last entry was made.

20. What type of journal is required for an Oregon notary?
   - ◯ 1) An electronic journal.
   - ◯ 2) A bound paper journal.
   - ◯ 3) Either an electronic journal, or bound paper journal or both.
   - ◯ 4) A notary does not have to keep a journal.