



Eloisa Yarbrough

Division Director

Complaint against an Oregon Notary

First Step:

Allegations of forgery or fraud should always be directed to your local law enforcement agency first. You should contact an attorney to find out what is your best legal course of action. Do not proceed with the notary complaint form until you have positive proof of the notary's involvement.

Before registering a complaint about a Notary, please read the following:

Our office is limited in its oversight of notaries, and we can only operate on violations of Oregon Revised Statute Chapter 194 and Oregon Administrative Rule 160-100. The Secretary of State strives to improve the notarization process through education.

We can't help recover any money you may be out, we can't invalidate the notarized document, we have to give the notary due process and have limited authority. We can issue advice letters, official warnings, suspensions, and revocations.

The Complaint Process (OAR 160-100-430)

It's important to know that complaints are not anonymous. They are public record and are subject to disclosure under the Oregon Public Records Law. In fact, copies of the complaint are forwarded to the accused.

1. The investigation of a complaint usually includes the following steps:
 - a. An initial request for information is sent to the accused notary, along with
 - b. A copy of the complaint, and
 - c. A request for supporting documentation and other sources of information.
2. The notary must disclose the contents of the notary's journal or journals, or any parts thereof, as part of the investigative process. The notary shall provide accurate, true, and complete copies of the requested information, and/or shall provide the journal in question for examination by the Secretary of State.
3. Upon a finding by the Secretary of State, copies of the finding are mailed to the complainant and the accused.
4. The finding becomes a permanent record in the Notary's file.

File a Complaint:

Complete the notary complaint form and submit it including any documentation to:

notary-team.sos@oregon.gov.

**255 Capitol Street NE, Ste 151
Salem, Oregon 97310**

Tobias Read
Oregon Secretary of State

Michael Kaplan
Deputy Secretary of State

Information (503) 986-2200
sos.oregon.gov/business

Submit this form
No fee

STATE OF OREGON
Corporation Division – Notary
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327
503-986-2200
FAX 503-986-2300
<https://sos.oregon.gov/notary>
notary-team.sos@oregon.gov

This Space For Office Use Only

NOTARY PUBLIC COMPLAINT

PLEASE TYPE OR PRINT LEGIBLY IN **BLACK INK**. READ INSTRUCTIONS BEFORE FILLING OUT FORM.

All complaints filed in the office of the Secretary of State relating to notaries public are public record. This office may provide copies of your complaint and any other documentation provided us to the person against whom the complaint has been made or to any other person requesting copies. If you have any questions or concerns about this process, please contact our office.

1. Complainant: _____

Address: _____

PO Box or Street Address

City, State, Zip

Phone: _____

Business Number & Extension (include area code)

Home Number (include area code)

2. Complaint against: _____

Address and/or location at which notarization took place. Be as specific as possible: i.e., Bank, North Central, Branch, 1212 Bank Pl., Portland, Oregon.

3. Document(s) notarized: Document(s) upon which complaint is based must be attached. Original is preferable.

4. Name, address & telephone number of witness(es) present:

5. **Note:** Complaints of alleged forgery should always be directed to local law enforcement agencies first.

I have I have not filed this complaint with a law enforcement or consumer protection agency.

Name and address of agency

Agency Name

PO Box or Street Address

City, State, Zip

