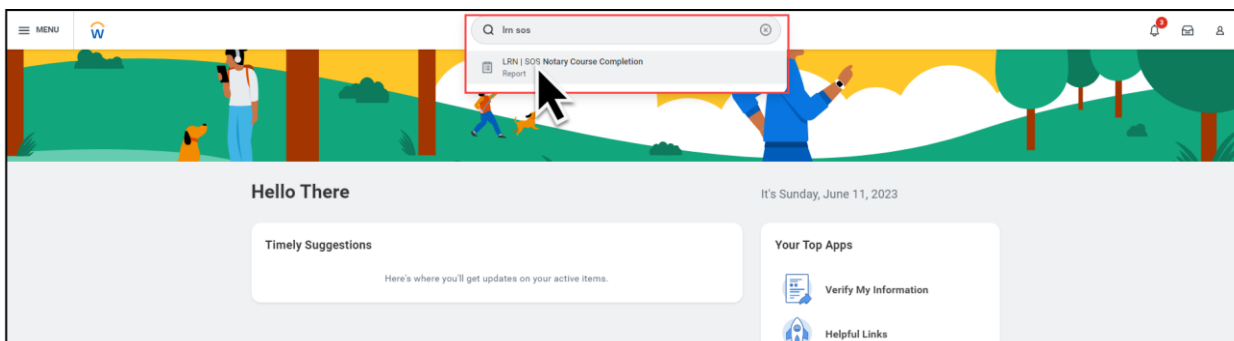


Locating your Education Number in Workday and completing your application for a commission

Please note: you will not be able to access your education number until you have successfully completed the notary training course.

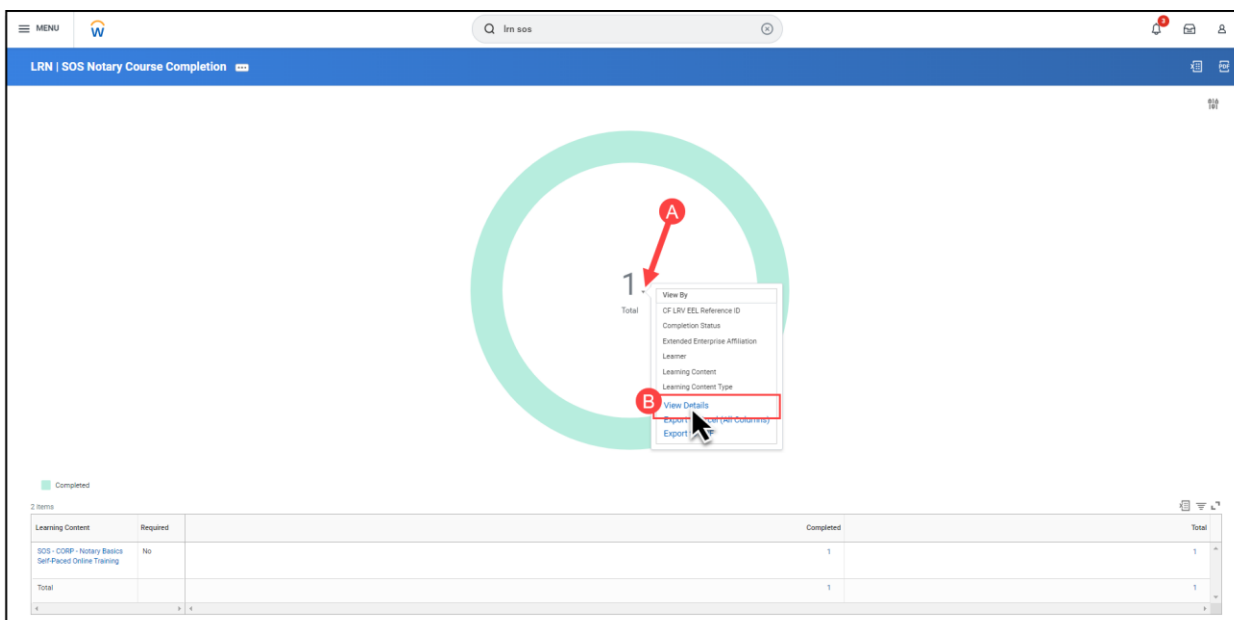
Navigate

1. Sign into Workday. Search for and select LRN | SOS Notary Course Completion.



Select

2. Click the drop-down arrow (A) then select, View Details (B).



If you see the screen below instead of the previous screen, enter your name in the Learner blank and click Return.

LRN | SOS Notary Course Completion

Learner

Filter Name

Manage Filters

0 Saved Filters

You will see your name; click the box next to it. If your name appears more than once, click on the one that has “(E)” after it. Your name will appear in the Learner blank. Then click OK.

Locate

3. Locate and write down your education number.

Criteria View by: Select a Field... and then by: Select a Field...

1 item

Learner	Notary#	Extended Enterprise Affiliation	Learning Content	Learning Content Type	Completion Status	Completion Date	Required
Alex Jones [E]	EXTENDED_ENTERPRISE_LEARNER: 3-9650	State of Oregon - Affiliation	SOS - CORP - Notary Basics Self-Paced Online Training	Digital Course	Completed	06/09/2023	No

Go the notary page for accessing the test: <https://secure.sos.state.or.us/notary/extrnl/home>

Select Take the exam and apply (training completed):

Oregon Notary Public Application

To become an Oregon Notary Public, I want to...

Get training

Notary education

Take the exam and apply

Training completed

Select the Education Training Provider

Please make a selection...

Enter your Education Training number

Please do not use your browser's Back or Forward button to navigate the application process, or your session will become invalid and you will have to begin again.

Select the appropriate provider:

‘Secretary of State tutorial’ (for self-paced online training or in-person training)

‘Secretary of State webinar’ (for instructor-led webinar)

Enter your education number (for state employees, use your OR number).

You will be taken to a screen where you can verify that you meet the requirements to become a notary in the state of Oregon. When you have completed this form, you will be taken to the online application.

Oregon Notary Public Application

Oregon Notary Public requirements:

- At least 18 years old.
- Oregon resident, or
 - be employed in Oregon, or
 - have a business practice in Oregon.
- Able to read and write in English.
- No notary public commission revocation within the last 10 years of this application date.
- No conviction of a felony or crime involving fraud, dishonesty or deceit within the last 10 years of this application date.
- Successfully completed a course of study approved by the Oregon Secretary of State.
 - Note:** this is optional if applicant has an active Oregon Notary Public commission at the time of application.

I certify that I meet the requirements to be a Notary Public for the State of Oregon.

Notary email address

Next Cancel

Complete the application. You will be taken to the test.

When you have passed the test, you will see a screen that indicates you passed and provides your score (remember to take a screenshot of this screen in case you experience technical difficulties with submitting your results and moving on!).

What happens next is that you will receive an email from the Secretary of State's office with your oath of office attached. You will fill that out, sign it, have it notarized, and return it to the Secretary of State's office with a \$40 application fee. You can pay with a check or money order made out to the Secretary of State, or by fax and credit card using this cover sheet: <https://sos.oregon.gov/business/Documents/fax/credit-card-fax-cover-sheet.pdf>

If you fax the application and payment information, be sure to use the number for notary, and fax the materials before 4 pm, as the machine is not monitored after 5 pm.

Then you will receive an email from the Secretary of State's office with two certificates attached: one is your official commission certificate, and the other is your authorization certificate. They will provide you with your commission number and your commission expiration date.

Then you can order your stamp and journal. You will need to provide the vendor with your commission number and the expiration date, so that these can be put on your stamp.

There are tons of vendors out there from whom you can order the stamp and journal—just Google. If this makes you nervous, you can purchase them from one of the national notary organizations:

National Notary Association: <https://www.nationalnotary.org/oregon/supplies>

American Society of Notaries: <https://www.asnnotary.org/?form=supplies>

When your stamp and journal arrive, you are ready to begin notarizing.

Congratulations!