

Secretary of State Corporation Division

Basics Notary Presentation

CorporationDivision.SOS@sos.oregon.gov

sos.oregon.gov/business

(503) 986-2200

NotarySeminar.SOS@sos.Oregon.gov



Oregon Secretary of State LaVonne Griffin-Valade

Business

Voting & Elections

State Archives

Audits

Featured Online Services

Register a Business

Register to Vote

Oregon Business Name Search

Search State Audits and Reviews

Oregon Administrative Rules (OAR)

UCC Search

[View All Online Services](#)

Featured Links

Authentication (or Apostille)
Get notarization or certification authenticated

Small Business Assistance
Resolve issues with state and local agencies

Report Misuse of State Government Resources
Report misuse of resources

Notary Resources
Become a notary public

2023-2024
Oregon Blue Book
almanac & fact book
Purchase a 2023-2024 Oregon Blue Book

Latest News

Secretary Griffin-Valade Releases Preliminary Presidential Primary List

Jan. 16, 2024

In keeping with past practice, Oregon Secretary of State LaVonne Griffin-Valade released a preliminary [...]

Secretary of State LaVonne Griffin-Valade Recognizes the People Who Make Democracy Work with National Awards

Jan. 9, 2024

In her capacity as a member of the National Association of Secretaries of State (NAOSS), Oregon Secretary [...]

Secretary Griffin-Valade Invites Arabic- and Ukrainian-Speakers to Apply for the Translation Advisory Council

Jan. 5, 2024

Secretary of State LaVonne Griffin-Valade is encouraging Oregonians to [apply to serve](https://www.oregon.gov/languages/Pages/application.aspx) [...]

Secretary Griffin-Valade Shares Audits Division's Report on Emergency Rental Assistance Program

Jan. 4, 2024

The following is a statement from Oregon Secretary of State LaVonne Griffin-Valade about the Oregon Audits [...]

Oregon's Housing Agency Distributed \$426 Million in Emergency Rental Assistance, but is Unable to Verify Funds Were Distributed Properly


Jan. 4, 2024

As the COVID-19 pandemic turned the world on its head, thousands of Oregonians were threatened with eviction [...]

Notary

- Register, Renew or Reinstata a Business
- Frequently Requested Services
- Find a Business
- Business Information Center
- Uniform Commercial Code (UCC)
- Notary**
- Notary Qualification
- Notary Training
- Commission Application / Re-application
- Notary System FAQ
- Update a Commission Record
- Forms and Fees
- Notary News
- Resources and Aids to Notarization
- Oregon Notary FAQ
- Notary Stamp Vendors
- Authentication (Apostille)
- Business Records & Statistics
- Nonprofit Services
- License Directory
- Forms
- Small Business Assistance

- [Become a Notary](#)
- [Find a Notary](#)
- [Notary Toolkit](#)
- [Remote Online Notarization](#)
- [Update a Commission Record](#)

 **Got a Question?**
Business registration, UCC, whatever, Corporation Division has the answer.

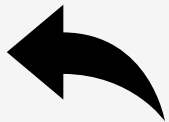
[Get Answers](#)

If you experience technical difficulties with Worlday Learning, contact the Notary Team at NotarySeminar.SOS@sos.oregon.gov.

Where's My Form?

Filings received as of January 15

Online Filings (New and Renewal)	Estimated Time
Business Registry	1 Business Day
UCC	Now
Mail/Fax Service	Processing Date
Business Registry	1/3/2024
Notary	1/15/2024
UCC	1/15/2024
Copy Requests	1/3/2024
Apostille/Authentication Requests	1/3/2024





Oregon
Secretary of State
LaVonne Griffin-Valade

Home

Business

Voting & Elections

State Archives

Audits

Search for...



Resources and Aids to Notarization

Register, Renew or
Reinstata a Business

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Business Information
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Uniform Commercial
Code (UCC)

Notary

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/ Re-application

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Oregon Notary FAQ

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(Apostille)

Business Records &
Statistics

Nongovernment Services

License Directory

Forms

Small Business
Assistance

Notary Public Guide

Duties and responsibilities of the notary public.

Notary Basics Webinar Presentation

A refresher presentation from our live notary trainings.

Notary Advanced Webinar Presentation

The advanced notary webinar covers employee notary issues, notario and elder abuse fraud, journaling witnesses, challenging notarial certificates and electronic notarization and more. These webinars are only appropriate for experienced, commissioned notaries. They do not meet the training qualifications for a notary application and will not help you pass the exam.

Classes are discussion-based with time for questions. If it's been awhile since you took a notary class, brush up on the latest laws and practices by reviewing the [Notary Public Guide](#) or the [Basic presentation](#), before attending an advanced class.

Instructor-led and In-person: [Practice sheets for Instructor-led webinar and In-person training](#)

Self-paced training: [Practice sheets for Self-paced online training](#)

Notary Basics Refresher

The notary basics refresher training is a great way to refresh your notary skills with a review of the basics of notarization and some common mistakes that are made when notarizing.

Notary Reference Card

Reference guide with steps to follow before you notarize.

Notary Certificates

Samples of notary certificates and their use.

Schedule of Fees

Fees a notary can charge.

Legal Resources

Complaint Against a Notary

Information about the complaint process.

Laws and Rules

Oregon Revised Statutes and Oregon Administrative Rules.

Professional Associations

- [American Association of Notaries](#)
- [American Society of Notaries](#)
- [National Notary Association](#)

Sign up for Alerts

[Receive Notary News by email](#)

Sign up for Training

[Notary Training](#)

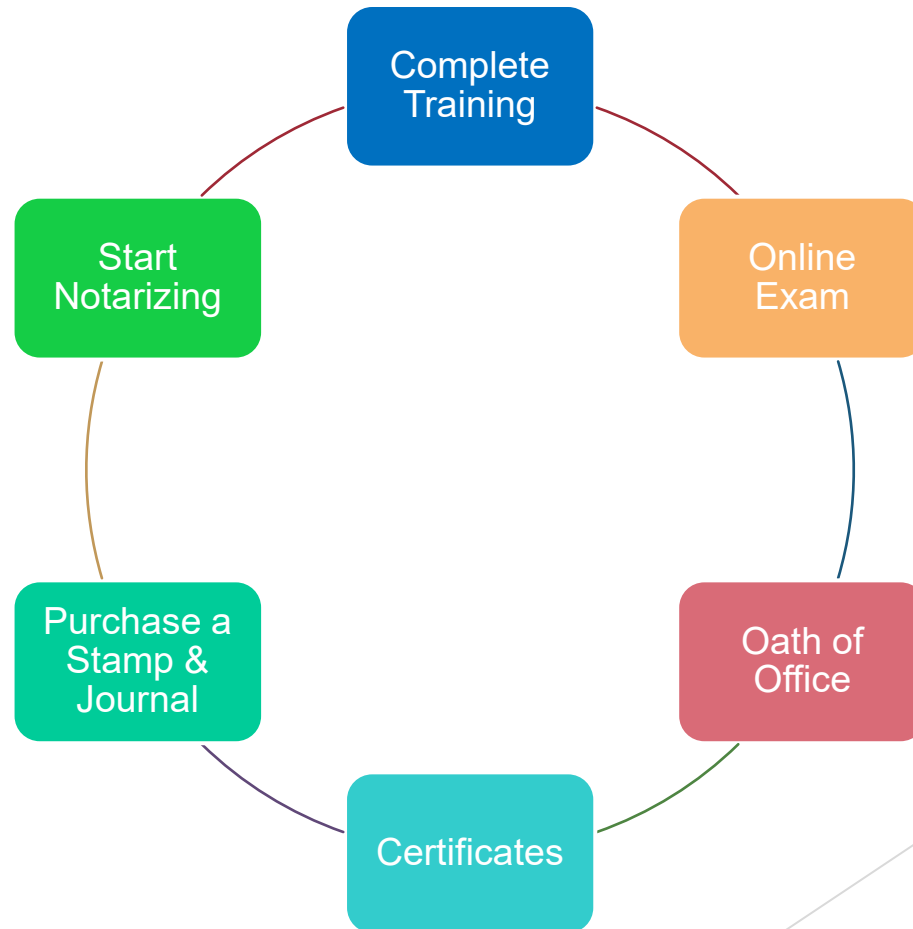
Agenda

- **Commission Application**
- **The Notary Public**
- **The Process**
- **The Signer**

After the break:

- **The Journal**
- **The Certificate**
- **Practice**

Applying for a Commission



Commission Application Notes

- ▶ Notary Education Training Number
- ▶ Commission Name
- ▶ Commission Signature
- ▶ Commission address

123456

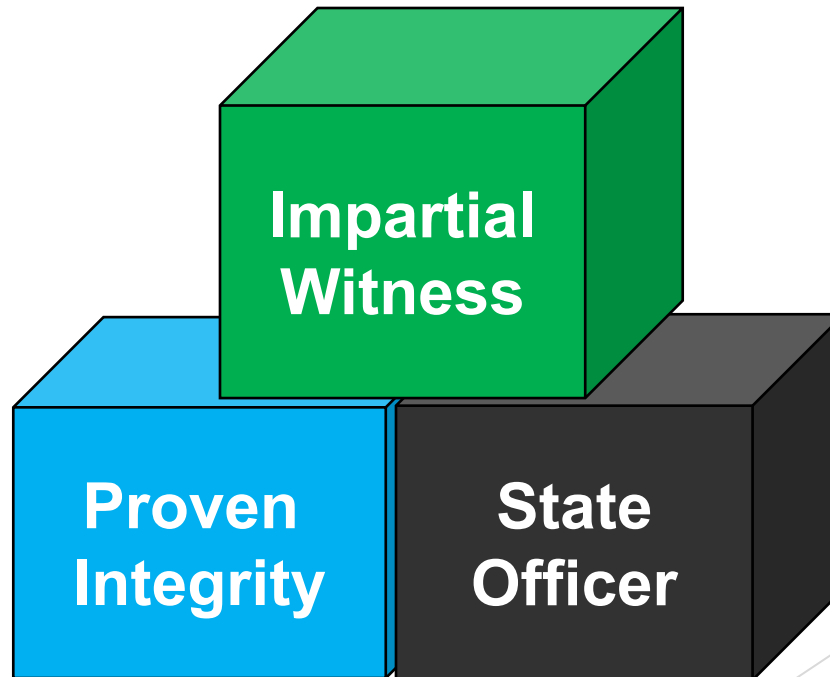
John Quincy Public

John Q Public

5432 Main St.
Hometown, OR
97221

What is a Notary?

A notary is “a person of proven integrity appointed by the state to act as an impartial witness.”



Responsibilities to Your Commission

- You are responsible for correctly performing notarizations
- You are commissioned by the state
- You are responsible for journal & stamp

Responsibilities to the Secretary of State's Office

- ▶ Tell us about changes, such as:
 - ▶ Name – 30 days
 - ▶ Address – 30 days
 - ▶ Lost/stolen stamp and journal – **10** days
 - ▶ Resigning your commission
- ▶ Forms available on SOS website:
 - ▶ <https://sos.oregon.gov/business/Pages/notary-public-forms.aspx>

Responsibilities

A notary public is responsible for knowing and understanding Oregon laws and administrative rules relating to notaries.

Reasonable Care

Is “that degree of care which a person of ordinary prudence would exercise in the same or similar circumstances.”

Obey all Laws and Regulations.

Good Judgment & Common Sense

Errors & Omissions Insurance

Bonding

Misconduct

Intentional Misconduct

- is deliberate disobedience of notarial statute or rule.

Unintentional Misconduct

- is the negligent behavior that causes a notary to make an error in a notarization or accidentally forget to do what is required.

Notary Public vs. Notario Publico

- ▶ A Notary Public is usually not a lawyer
- ▶ An Oregon Notary Public may:
 - ▶ Take acknowledgements
 - ▶ Administer oaths
 - ▶ Witness signatures
 - ▶ Certify copies of documents not recordable in public records
 - ▶ Verify a signer's willingness and capacity to sign
- A Notario Publico must be a lawyer
- A Notario Publico may:
 - Be an arbitrator
 - Be a mediator
 - Issue judicial opinions
 - Intervene in judicial proceedings
 - Ensure that documents such as bylaws of companies, wills, deeds, powers of attorney, real estate purchase and establishments of trust conform to the law
 - Ensure payment of taxes

Revocation of Your Commission

- ▶ Commission of a disqualifying crime
- ▶ Misuse of your powers as a Notary

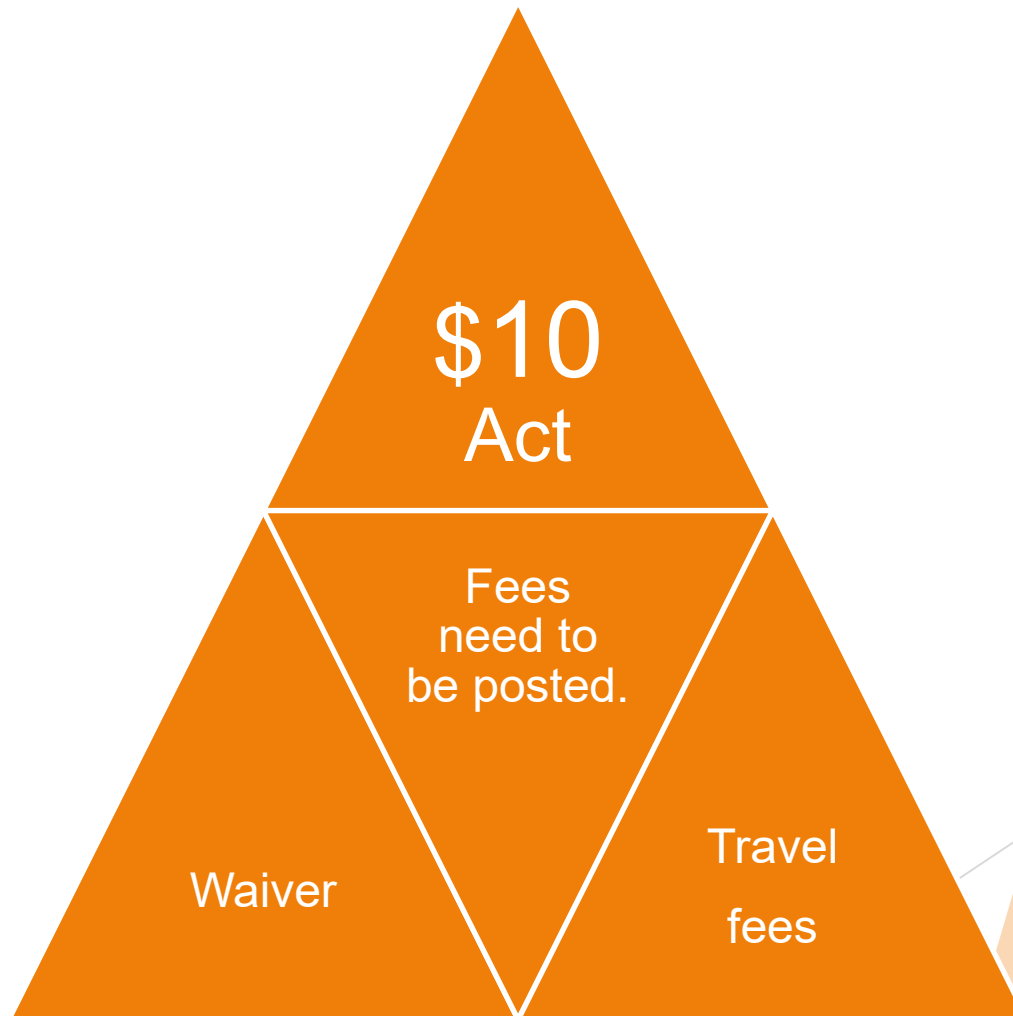
Notarizing at Work: Employer Notarization Policy

(Notary Public Guide, Chapter 2)

- What times the notary will be available.
- What types of documents.
- What fees, if any, and where posted.
- Responsibility and procedures for renewal.
- Notarization for colleagues on work premises.
- Security & disposition of journal & stamp.
- Any liability coverage under employer's insurance.

Employer can not control notarizations done after work hours.

Notary Fees



Documents that should not be notarized

- ▶ Documents without a certificate
 - ▶ You may provide an appropriate certificate if the customer can tell you what act is required
 - ▶ Never 'notarize' by simply stamping and signing the bottom of any document
- ▶ Documents that have a certificate that asks a notary to do something a notary is legally not allowed to do
- ▶ I-9 verifications
 - ▶ You may verify an employee's identity as required by the form, but these documents do not require notarization
- ▶ Public documents

Proper Practice

1. Review the Document
2. Identify the Signer
3. Be Assured of Willingness and Competence/Capacity
4. Complete the Journal
5. Complete the Certificate

1. Look at the Document



2. Identify the Signer

- **Personal Knowledge**
- **Credible Witness**
- **Identification Documents**

Credible Witness

- ▶ Witness identifies **Signer**
- ▶ Notary identifies **Witness** – ID or knowledge
- ▶ Witness is credible through **Oath**



Do you solemnly (swear)(affirm),
under penalties of perjury,
that you personally know this
person as

_____,
that he/she is the person named in
the document, and
that you have no financial interest in
and are not a party to this
transaction (*so help you, God*)?

Identification Documents

Can be expired up to 3 years before date of notarization.

Driver License or DMV issued ID Card

- Provisional, Limited Term or Learner's Permit.
- Or Non-expired Temporary Driver License or Temporary ID card – 30 days

U.S. or Foreign Passport

- Passport or Passport Card

U.S. Military ID Card

- Picture & Signature

Federally Recognized Indian Tribe ID Card

U.S. Government-Issued ID

Correctional Facility ID for Inmates

**3. Verify the Signer's
Willingness and *Capacity*: do
they understand what is
being signed and what it
means?**

Financial Exploitation

➤ What is it?

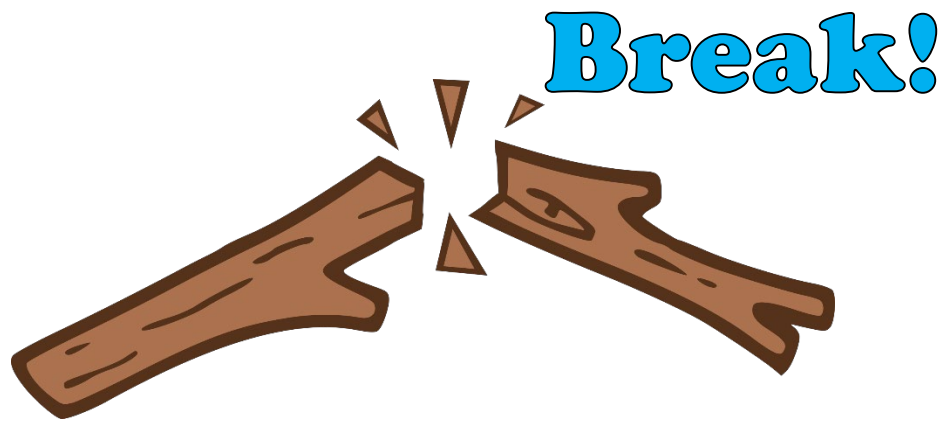
Improper use of another's resources for personal gain: using card w/o permission; draining accounts, taking property, skimming off transactions, stealing meds.

➤ How does it happen?

- ❖ Without consent/knowledge;
- ❖ Trickery, intimidation or influence;
- ❖ Impairment prevents assent.

➤ What can we do?

- ❖ **Be on guard:** \$ docs; situations; warning signs
- ❖ **Control the procedure:** talk to the signer - alone
- ❖ **Report concerns:** Office of Training, Investigations, and Safety (OTIS) or county APD;
- ❖ **Call 1-855-503-SAFE** (7233)
- ❖ Or click on www.oregon.gov/dhs/abuse
- ❖ For more info on preventing elder financial exploitation: www.oregonbankers.com/preventing-elder-financial-exploitation-toolkit.html



Step 4. Notary Journal

- ▶ One or more
Paper or Electronic, or both.
- ▶ Retention Schedule
10 years from date of last notarization.
- ▶ Journal agreement
- ▶ Disclosure

Journal Requirements

- ▶ Acts that **MUST** be recorded in your journal:
 - ▶ Witness Signatures
 - ▶ Acknowledgements (individual or representative)

- ▶ Acts that **SHOULD** be recorded in your journal:
 - ▶ Administering oaths or affirmations
 - ▶ Copy certifications

Journal Requirements

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
7/1/16 8:32 a.m.	Individual Ack.	6/15/15	Grant deed	Jim Garner 111 Main St. Salem, OR 97301	<i>J. Garner</i>	ODL; 8/21/25	32 pages; previously signed	\$10

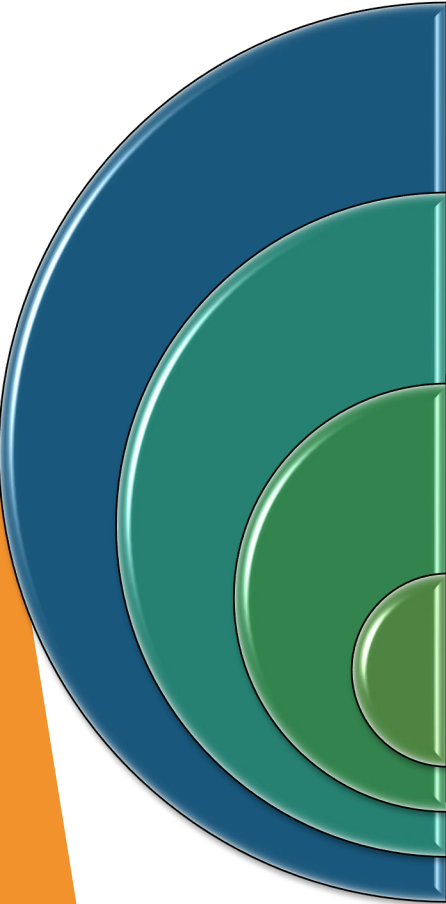
- To comply with Oregon Consumer ID Theft Protection Act, type and expiration date only.
- Take the room you need to adequately document the act.
- Remember, fees may be taxable income.
- No thumbprint provision in Oregon.

Journal: Credible Witness

Date/Time of Act	Type of Act	Doc. Date	Doc. Type	Printed Name Contact Address	Signature	ID	Additional Info	Fee
01/16/2017 10:30 a.m.	Oath	N/A	N/A	Marla May 2468 Neighborly Ln Yourtown, OR 97888	Marla May	ODL 5/21/2023	Credible Witness for John Jones	\$10
01/16/2017 10:30 a.m.	Indiv .Ack	01/16/2017	Limited POA	John Jones 2458 Neighborly Ln Yourtown, OR 97888	John Jones	Marla May, Credible Witness	N/A	\$10

Notarial Acts

(Sample Certificates - Notary Public Guide, p. 72)



Acknowledgment (Individual & Representative)
Oaths (Verbal Oath & Verification on Oath or Affirmation - Jurat)
Witness a Signature
Copy Certification

Acknowledgment (Individual & Representative)

Oaths (Verbal Oath & Verification on Oath or Affirmation - Jurat)

Witness a Signature

Copy Certification

Acknowledgment: *Individual Capacity*

- **Personally Appear**
- **Properly Identified**
- **Acknowledge Signature**



Acknowledgment - Individual

State of Oregon
County of Here

This record was acknowledged before me on today's date by name of signer.

Notary Public

Notary Public – State of Oregon
My commission expires: 07/08/2026



OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1234567
MY COMMISSION EXPIRES JULY 8, 2026

Acknowledgment: *Representative* **Capacity**

- *Representative* Personally Appears
- *Representative* Properly Identified
- *Representative* Acknowledges Signature on Behalf
of Party

Acknowledgment - Representative

State of Oregon
County of Here

This record was acknowledged before me on today's date by name of signer as
role of signer of signer's organization.

Notary Public

Notary Public – State of Oregon
My commission expires: 07/08/2025



OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1014537
MY COMMISSION EXPIRES JULY 8, 2025

Oaths – Written or Verbal

- ▶ **Administering a verbal oath (e.g., credible witness)**
- ▶ **Verification on Oath or Affirmation (also called a Jurat)**
- ▶ **BOTH types of oath require a ceremony (they must be verbally administered)**

Verification on Oath/Affirmation

State of Oregon
County of Umatilla

Signed and sworn to (~~or affirmed~~) before me on today's date by name of signer.

Notary Public

Notary Public – State of Oregon
My commission expires: 07/08/2026



OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1234567
MY COMMISSION EXPIRES JULY 8, 2026

Witnessing Signatures

- Verify signer's identity
- Verify Signer is signing competently and voluntarily.
- Signer signs while you watch.



Witnessing a Signature

State of Oregon
County of Coos

Signed (~~or attested~~) before me on today's date by name of signer.

Notary Public

Notary Public – State of Oregon
My commission expires: 07/08/2026



OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1234567
MY COMMISSION EXPIRES JULY 08, 2026

Do not certify copies of public documents

Public:

- ▶ Vital records
- ▶ County clerk or court records
- ▶ FBI fingerprint cards

- ▶ To get a certified copy: request from appropriate entity/agency

Private:

- ▶ Drivers' licenses
- ▶ Passports
- ▶ Certificates of training or accomplishment
- ▶ Academic transcripts
- ▶ Personal papers

- ▶ To get a certified copy: take it to a notary

Copy Certification

State of Oregon
County of Here

I certify that this is a true and correct copy of a record in the possession
of name of signer.

Dated today's date.

Notary Public

Notary Public – State of Oregon

My commission expires: 07/08/2026



OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1234567
MY COMMISSION EXPIRES JULY 8, 2026

Step 5. Certificates



Components of a Certificate

6 Elements Every Time

WHERE

(State & County)

WHO

(Signer)

WHAT

(Act)

WHEN

(Date of notarization)

Official Stamp

(legible & reproducible)

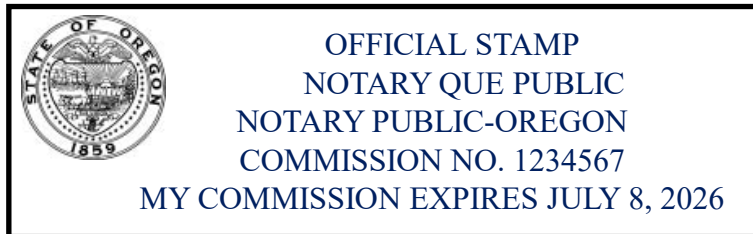
**Official
Signature**

Filling Out a Certificate

State of Oregon

County of Here

On this 7th day of Sept. 2021, before me name of notary, a notary public, personally appeared John Doe, personally known to me, or known by ID, to be the person(~~s~~) whose name(~~s~~) is(~~are~~) subscribed to this record, and acknowledged that he(~~she/they~~) executed the same.



Notary Public

Notary Public

My Commission expires: 7/8/26

Scenario 1: Certificate Provided

- ❖ Determine the Act.
- ❖ It's ***your*** statement; conform it to the law
- ❖ It's ***your*** statement; make it true.

Scenario 2: No Certificate Provided

- Which Act am I Witnessing?
- Match Certificate to Act
- Apply to Document

State of OREGON

County of Marion

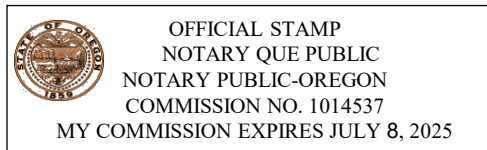
This record was acknowledged before me on (date) December 12, 2015 by

(name(s)) of individual(s) Sandra Brown.

Notary Public

Notary Public - State of Oregon

Official Stamp



Document Description

This certificate is attached to page - 1- of a Grant Deed (title or type of

document), dated December 12, 2015, consisting of -1- pages.

Acknowledgment Practice:

Page 1

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Individual Ack.	March 14, 2016	General Power of Attorney	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Changed location to OR & County to here	\$10

State of ~~Washington~~^{OR} Oregon
County of ~~Clark~~^{OR} Here

BEFORE ME, the undersigned authority, on this date day of month, year personally appeared Name of Signer, known to me/proven to me to be the person whose name is subscribed to the foregoing document and acknowledged to me that (s)he executed the same for the purposes and consideration therein expressed.

Name of Notary

Notary Public – State of Oregon



OFFICIAL STAMP
NAME OF NOTARY
NOTARY PUBLIC-OREGON
COMMISSION NO. 123456

MY COMMISSION EXPIRES JULY 11, 2024

Representative Acknowledgment Practice:

Page 2

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Rep. Ack.	Today's date or future effective date	Contract	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Mary Brown previously signed Signer filled in blank	-0-

State of Oregon
County of Here

Signed and acknowledged before me on month, date, year by Name of Signer
as President of Oregon Auto Sales.



OFFICIAL STAMP
NAME OF NOTARY
NOTARY PUBLIC-OREGON
COMMISSION NO. 123456
MY COMMISSION EXPIRES JULY 11, 2024

Name of Notary

Notary Public – State of Oregon

**Witness Signature
Practice:
Page 3**

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Witness Signature	No date on document or Undated	Medical Release Form	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Resigned before me. Added notary certificate to form.	\$10

Medical Release Form

Child's Name: Mary A Smith

Address: 1234 Here Street

City: Salem, State OR Zip 97301

Cell Phone: 971-323-5555 Work Phone: 503-555-1234 Home Phone: 971-555-1212

I, Name of Signer (parent/guardian) give permission for my child,

Mary A Smith (child) to take part in all Englewood School events and activities for the 2021-2022 school year. I hereby release Englewood School and its staff from responsibility and liability for any injury or illness that my child may sustain during these activities. In an event of an emergency, I hereby authorize the adult supervisor of this activity as an agent for me to consent to any medical, dental, surgical treatment and care deemed necessary by a licensed medical or dental professional. I consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care under the general or special supervision and upon the advice of or to be rendered by a physician, dentist and/or surgeon licensed under the Medical Practice Act and Dental Practice Act for my child. I expect to be notified as soon as possible. I further agree to pay all charges for the medical, dental or hospital care or treatment.

Please sign in the presence of a Notary Public

Name of Signer

Signature of Signer *Signature of Signer*

Parent/Guardian Printed Name

Parent/Guardian Signature

State of Oregon

County of Here

Signed before me on Today's date, Year, by Name of Signer.

Signed before me by Name of Signer on Today's date, Year.

Name of Notary

Notary Public – State of Oregon



OFFICIAL STAMP
NAME OF NOTARY
NOTARY PUBLIC-OREGON
COMMISSION NO. 123456
MY COMMISSION EXPIRES JULY 11, 2024

**Verification on Oath or
Affirmation
(Jurat)
Practice:
Page 4**

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Jurat/ verification on oath or affirmation	undated	General Affidavit	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	Added signers name to certificate	\$10

State of Oregon
County of Here

Subscribed and sworn to/~~affirmed~~ before me on this today's date, of month,
20Year, by Name of Signer.

Name of Notary
Notary Public – State of Oregon



OFFICIAL STAMP
NAME OF NOTARY
NOTARY PUBLIC-OREGON
COMMISSION NO. 123456
MY COMMISSION EXPIRES JULY 11, 2024

**Certified Copy
Practice:
Page 5**

Date/Time Of Act	Type of Act	Date of Document	Type of Document	Printed Name Contact Address	Signature	ID	Additional Information	Fee
Today's date & time	Copy Certification	June 6, 1968	High School Diploma	Name of Signer PO Box 1 Oregon City, OR	<i>Signature of Signer</i>	ODL 9/15/2025	N/A	\$10

State of Oregon
County of Here

I certify that this is a true and correct copy of a record in the possession of Name of Signer.

Dated: Date, Month, Year

Name of Notary

Notary Public – State of Oregon



OFFICIAL STAMP
NAME OF NOTARY
NOTARY PUBLIC-OREGON
COMMISSION NO. 123456
MY COMMISSION EXPIRES JULY 11, 2024

Other Resources

- American Society of Notaries: www.asnnotary.org
- National Notary Association: www.nationalnotary.org
- Laws and Rules, Notary Guide and more:
<https://sos.oregon.gov/business/Pages/resources-aids-notarization.aspx>

Secretary of State Corporation Division

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