



\$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: Not required of current Oregon notaries with an active commission at the time the new application is received in our office.

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.



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Notary Public Commission Application

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IN KEEPING WITH OREGON REVISED STATUTE 192.410-192.595, THE INFORMATION ON THIS APPLICATION IS PUBLIC RECORD.

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: (If applicable)

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, and I, PERSONALLY, have completed the notarial examination to the best of my ability. I understand that my signature on the notarial application is my consent for a criminal record investigation pursuant to ORS 194.370. 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 (as proven by ID)

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.

- | | | | | | |
|----------------------------|-----------------------------|--|----------------------------|-----------------------------|--|
| <input type="radio"/> True | <input type="radio"/> False | 1. An Oregon Notary Public is required to be bonded. | <input type="radio"/> True | <input type="radio"/> False | 2. A notary can notarize his or her own signature. |
| <input type="radio"/> True | <input type="radio"/> 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. | <input type="radio"/> True | <input type="radio"/> 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. |
| <input type="radio"/> True | <input type="radio"/> False | 5. Notaries must sign the certificate exactly as on file with the Secretary of State. | <input type="radio"/> True | <input type="radio"/> False | 6. The commission, journal and stamp belong to the employer if the employer pays for all of it. |
| <input type="radio"/> True | <input type="radio"/> False | 7. The notary can charge less than the statutorily stated fee. | <input type="radio"/> True | <input type="radio"/> False | 8. The notary must personally know the credible witness. |
| <input type="radio"/> True | <input type="radio"/> False | 9. A non-attorney notary may give legal advice on how to complete a document. | <input type="radio"/> True | <input type="radio"/> 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

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|--|--|
| 11. Other than state driver license, state ID, U.S. military ID, and U.S. and foreign passports, what is "acceptable ID?"
<input type="radio"/> 1) Anything that shows a picture and provides a signature.
<input type="radio"/> 2) Only a document issued by the state or federal government.
<input type="radio"/> 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?
<input type="radio"/> 1) Within 30 days.
<input type="radio"/> 2) Within 60 days.
<input type="radio"/> 3) Within 90 days. |
| 13. Does a notary have the right to refuse a notarization?
<input type="radio"/> 1) No, the notary must notarize when asked.
<input type="radio"/> 2) Yes, unless the employer requires it.
<input type="radio"/> 3) Yes, as long as there are appropriate reasons for the refusal. | 14. Where can an Oregon notary perform a notarial act?
<input type="radio"/> 1) Only in the county they live in.
<input type="radio"/> 2) Anywhere in the United States as long as it is an Oregon document.
<input type="radio"/> 3) Only within the bounds of Oregon. |
| 15. How long is a notary's term of office?
<input type="radio"/> 1) 2 years
<input type="radio"/> 2) 4 years
<input type="radio"/> 3) 10 years | 16. What should a notary public do with their stamp once their commission expires?
<input type="radio"/> 1) Keep it in a safe, secure location.
<input type="radio"/> 2) Send it in to the Secretary of State's office.
<input type="radio"/> 3) Destroy it. |
| 17. What is required for an Oregon Notarial Certificate?
<input type="radio"/> 1) Location, date of notarization, who appeared, notarial act, notary's signature and stamp.
<input type="radio"/> 2) Date of notarization, notary's signature and stamp.
<input type="radio"/> 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?
<input type="radio"/> 1) Just the page where the signer is signing.
<input type="radio"/> 2) The entire document to make sure it is complete.
<input type="radio"/> 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:
<input type="radio"/> 1) At any time.
<input type="radio"/> 2) Upon receiving authorization from the Secretary of State.
<input type="radio"/> 3) Ten years after the last entry was made. | 20. What type of journal is required for an Oregon notary?
<input type="radio"/> 1) An electronic journal.
<input type="radio"/> 2) A bound paper journal.
<input type="radio"/> 3) Either an electronic journal, or bound paper journal or both.
<input type="radio"/> 4) A notary does not have to keep a journal. |