# NOTARY BASICS: REVIEW AND REFRESH

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#### AGENDA

Review: The Basics of Notarization

- Signatures
- Notarial Acts in Oregon
- The Components of a Certificate
- The Notarization Process

Refresh: Common mistakes

- Signatures
- Notarizing documents that should not be notarized
- Certificates
- Apostilles

# REVIEW: THE BASICS OF NOTARIZATION



#### SIGNATURES

- Oath of office signature must be your full legal name
- Oath of office signature must match the format on your ID
- Signatures on certificates must match your oath of office signature in format
- Signatures on certificates must match your oath of office signature in general appearance

#### **NOTARIAL ACTS IN OREGON**

- ACKNOWLEDGEMENTS
  - Individual
  - Representative
- WITNESSING SIGNATURES
- OATHS
- VERIFICATIONS ON OATH OR AFFIRMATION
- COPY CERTIFICATION

# Acknowledgement -- Individual

State of Oregon County of <u>Here</u>

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

<u>Notary Public</u>

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



OFFICIAL STAMP NOTARY QUE PUBLIC NOTARY PUBLIC-OREGON

COMMISSION NO. 1234567

MY COMMISSION EXPIRES JULY 8, 2026

# Acknowledgements -- Representative

State of Oregon

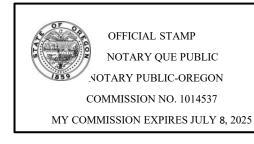
County of Here

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: <u>07/08/2025</u>



# Witnessing a Signature

State of Oregon County of <u>Here</u>

Signed before me on today's date by name of signer.

#### Notary Public

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



OFFICIAL STAMP NOTARY QUE PUBLIC NOTARY PUBLIC-OREGON COMMISSION NO. 1234567

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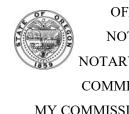
# Verification on Oath or Affirmation

State of Oregon County of <u>Umatilla</u>

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

Notary Public

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



OFFICIAL STAMP NOTARY QUE PUBLIC NOTARY PUBLIC-OREGON COMMISSION NO. 1234567

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# **Copy Certification**

State of Oregon County of <u>Here</u>

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

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#### **COMPONENTS OF A CERTIFICATE**

Six Components:

- All there every time
- Together
- Same side of the page
- Clearly associated

#### **COMPONENTS OF A CERTIFICATE:**

- LOCATION OF NOTARIZATION (STATE, COUNTY)
- LANGUAGE INDICATING THE ACT REQUIRED
- DATE OF NOTARIZATION
- NAME OF SIGNER

#### **THE NOTARIZATION PROCESS**

- REVIEW THE DOCUMENT
- VERIFY THE IDENTITY OF THE SIGNER
  - Doubts? Ask for backup
- VERIFY THE WILLINGNESS AND CAPACITY OF THE SIGNER
  - Doubts? Refuse the notarization
- COMPLETE NOTARY JOURNAL
- COMPLETE THE CERTIFICATE

# REFRESH: COMMON MISTAKES IN NOTARIZATION

#### **COMMON MISTAKES**

- Signatures
  - Incorrect format
  - Don't match oath of office
- Notarizing Documents that Should Not be Notarized
  - Public documents
  - Incorrect certificates
- Certificates
  - Missing components
  - Failure to correct information
  - Failure to complete information
- Apostilles
  - Signatures don't match



#### **SIGNATURES**

- COMMISSION APPLICATION
  - Signature as proven by ID
- CERTIFICATES
  - Matches signature on commission oath of office

#### CERTIFICATES

- Possible problems:
  - Wrong certificate for act requested by customer
  - Asks notary for acts not legally allowed in Oregon

#### **DOCUMENTS THAT SHOULD NOT BE NOTARIZED**

- Public Documents:
  - Vital records
  - County clerk, Court records
  - FBI fingerprint cards
- Wills
- Documents with inappropriate certificates

#### APOSTILLES

- Customer errors:
- Submitting copy rather than original
- Notary errors:
- Signatures that don't match
- Stamp as protection device without full stamp on notarial certificate
- Incomplete certificates

### QUESTIONS?

Secretary of State Corporation Division

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