

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

A decorative graphic consisting of several concentric, overlapping circular bands. The bands are primarily light blue and light green, with a gradient effect. The bands are arranged in a way that they appear to be part of a larger, incomplete circle, with the right side missing. The overall effect is a modern, clean, and professional-looking background for a title slide.

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 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

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: 07/08/2025



OFFICIAL STAMP

NOTARY QUE PUBLIC

NOTARY PUBLIC-OREGON

COMMISSION NO. 1014537

MY COMMISSION EXPIRES JULY 8, 2025

Witnessing a Signature

State of Oregon
County of Here

Signed 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

Verification on Oath or 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

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

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?

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