

# Secretary of State Corporation Division

## Basics Notary Presentation

[CorporationDivision.SOS@sos.oregon.gov](mailto:CorporationDivision.SOS@sos.oregon.gov)

[sos.oregon.gov/business](http://sos.oregon.gov/business)

(503) 986-2200

[NotarySeminar.SOS@sos.Oregon.gov](mailto:NotarySeminar.SOS@sos.Oregon.gov)



# Oregon Secretary of State

- Business
- Voting & Elections
- State Archives
- Audits

## Featured Online Services

- File** Register a Business
- Register to Vote**
- Find** Oregon Business Name Search
- Search State Audits and Reviews**
- Oregon Administrative Rules (OARs)**
- 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



## Latest News

### [Elections Division Refers Nishad Singh Investigation to Oregon Department of Justice](#)

May 18, 2023

The Oregon Elections Division will refer an investigation into Nishad Singh to the Oregon Department [...]

### [Secretary Fagan Resigns; The Secretary of State's Office Will Not Experience Any Disruption in Operations During the Transition](#)

May 8, 2023

Deputy Secretary of State Cheryl Myers will assume the title of Acting Secretary of State today at 1:00 [...]

### [Deputy Secretary of State Cheryl Myers to Continue SOS Agency Oversight During Transition](#)

May 2, 2023

Deputy Secretary of State Cheryl Myers issued the following statement today: "This is a resilient agency, with strong division leadership and internal systems that can withstand [...]"

### [Secretary of State Shemia Fagan Announces Resignation, Effective Monday May 8](#)

May 2, 2023

Oregon Secretary of State Shemia Fagan announced her resignation today, effective Monday May 8. The Secretary will continue in her official duties until Monday, May 8, at which point Deputy Secretary [...]

### [Secretary Fagan terminates contract with Veriede Holdings, LLC](#)

May 1, 2023

Oregon Secretary of State Fagan held a media availability on zoom today at 11AM after terminating her [...]



# Notary

- Register, Renew or Reinststate 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)

[Become a Notary](#)

[Find a Notary](#)

[Notary Toolkit](#)

[Remote Online Notarization](#)

[Update a Commission Record](#)

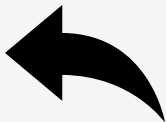
## Got a Question?

Business registration, UCC, whatever, Corporation Division has the answer.

[Get Answers](#)

If you experience technical difficulties with Workday Learning, contact the Notary Team at [NotarySeminar.SOS@sos.oregon.gov](mailto:NotarySeminar.SOS@sos.oregon.gov).

Filing Waiting Times	
As of 8 a.m. May 25 2023	
E-Filing Service (New and Renewal)	Estimated Time
Business Registry	1 Business Day
UCC	Now
Mail/Fax Service	Processing Date
Business Registry	5/18/2023
Notary	5/25/2023
UCC	5/25/2023
Copy/Certificate Requests	5/22/2023
Apostille/Authentication Requests	5/19/2023





## Resources and Aids to Notarization

- Register, Renew or Reinstatement 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

### [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 discusses 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, which is why they are labeled "Current Notaries Only" on the [webinar registration page](#). 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, you may 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](#)

A quick 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](#)



### Notary News

Stay informed about new notary laws, rules and other announcements.

[Subscribe Now](#)

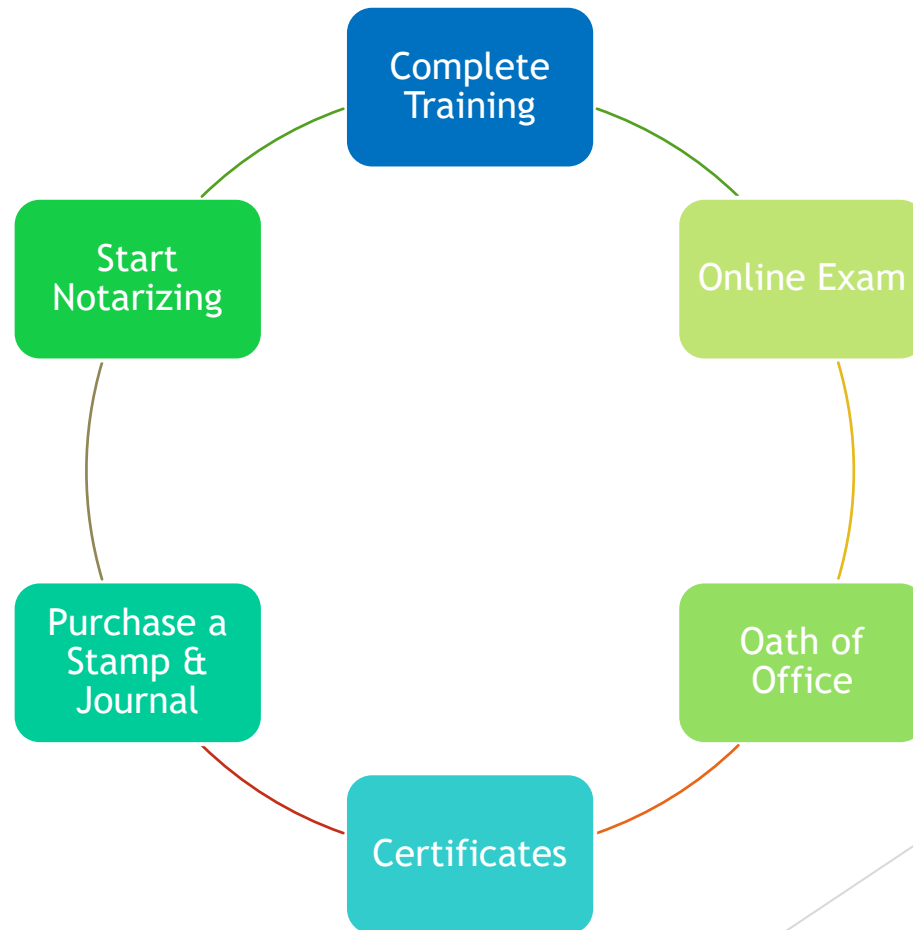
# Agenda

- **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

EEL123456

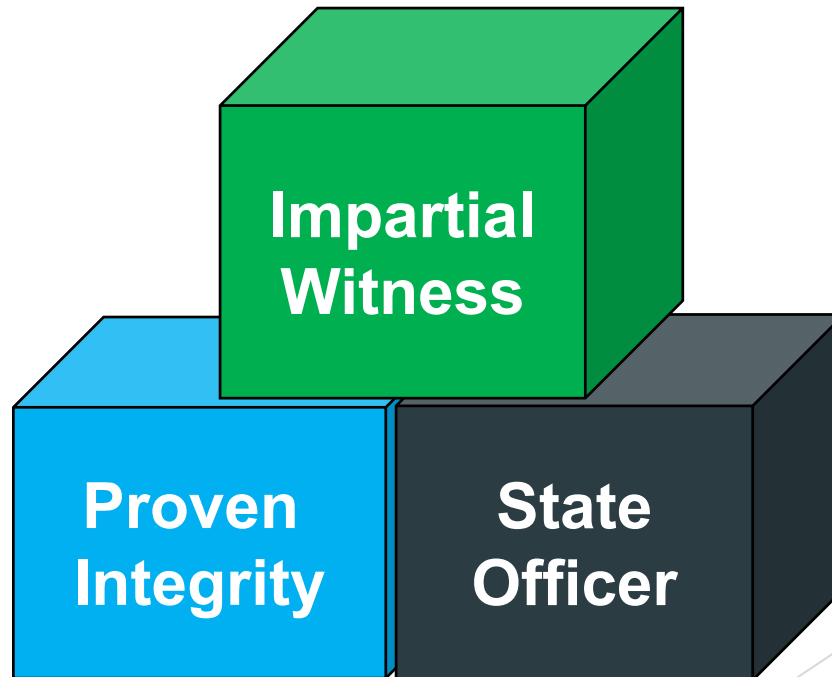
John Quincy Public

*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

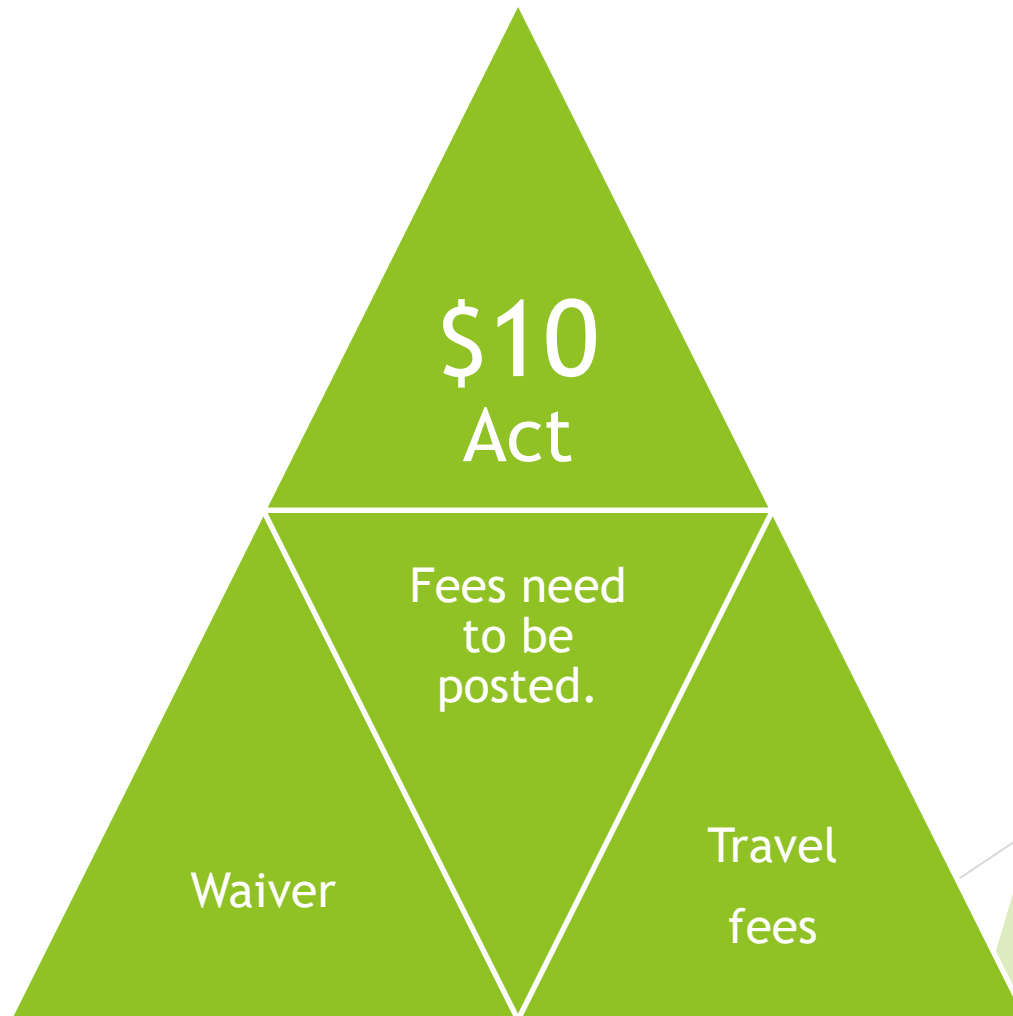
*(Notary Public Guide, Chapter 2)*

- 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.**



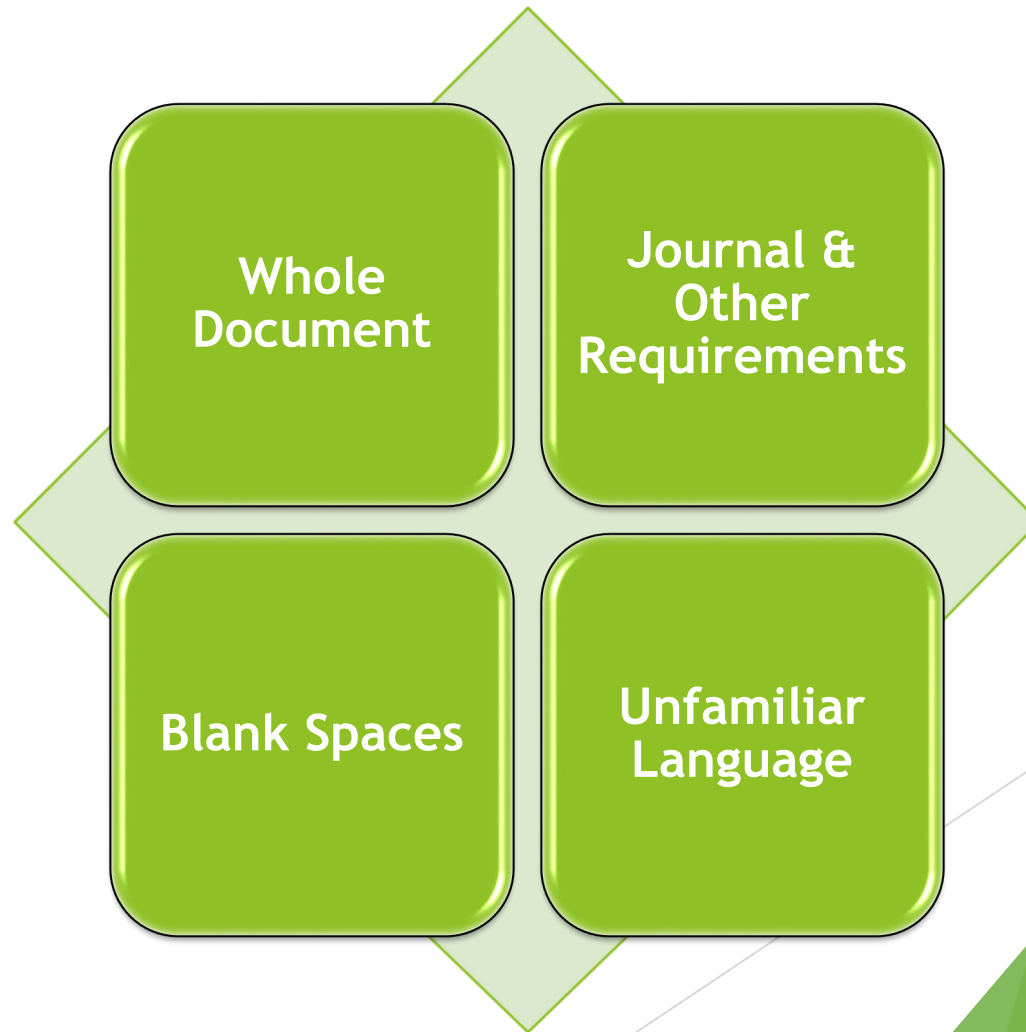
# Notary Fees



# 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

# Look at the Document



# 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

Be assured of the Signer's  
*Willingness and Awareness* of  
What is Being Signed

# 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.*

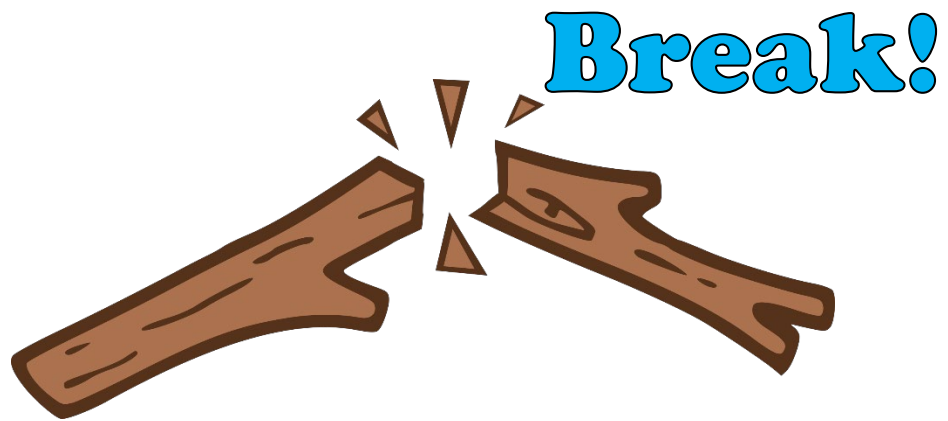
## ➤ How does it happen?

- ❖ 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](http://www.oregon.gov/dhs/abuse)
- ❖ For more info on preventing elder financial exploitation: [www.oregonbankers.com/preventing-elder-financial-exploitation-toolkit.html](http://www.oregonbankers.com/preventing-elder-financial-exploitation-toolkit.html)





# 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.	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)*



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

# 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**
- ▶ **Verification on Oath - Jurat**
- ▶ **Verification on Affirmations - Jurat**
- ▶ **Ceremony**

# 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

- 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

# Copy Certification

- ▶ **Do not certify to copies of *public* documents:**
  - ▶ Vital records
  - ▶ County clerk, court records
  - ▶ FBI fingerprint cards
- ▶ **May copy *private* documents:**
  - ▶ Driver license
  - ▶ Passport
  - ▶ Diplomas, licenses, certificates, letters...

# 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



# Scenario 1: Certificate Provided

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

# 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.



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

*Notary Public*

Notary Public

My Commission expires: 7/8/26

# Scenario 2: No Certificate Provided

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



State of OREGON

County of Marion

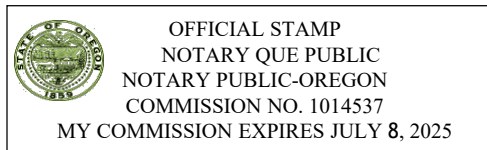
This record was acknowledged before me on (date) December 12, 2015 by

(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~~<sup>OR</sup> Oregon  
 County of ~~Clark~~<sup>OR</sup> 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

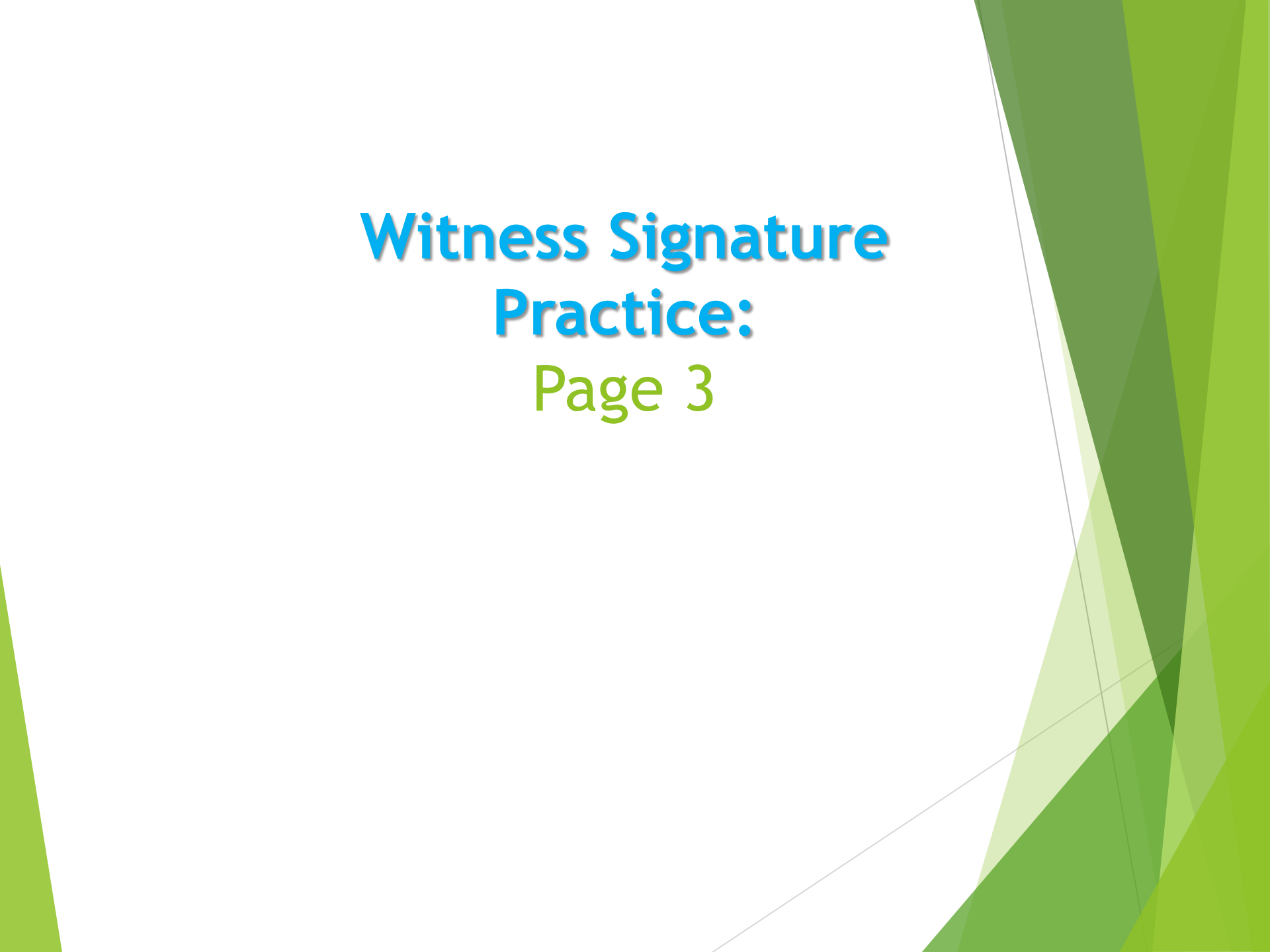
Signed and acknowledged before me on month, date, year by Name of Signer  
as President of Oregon Auto Sales.



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.*

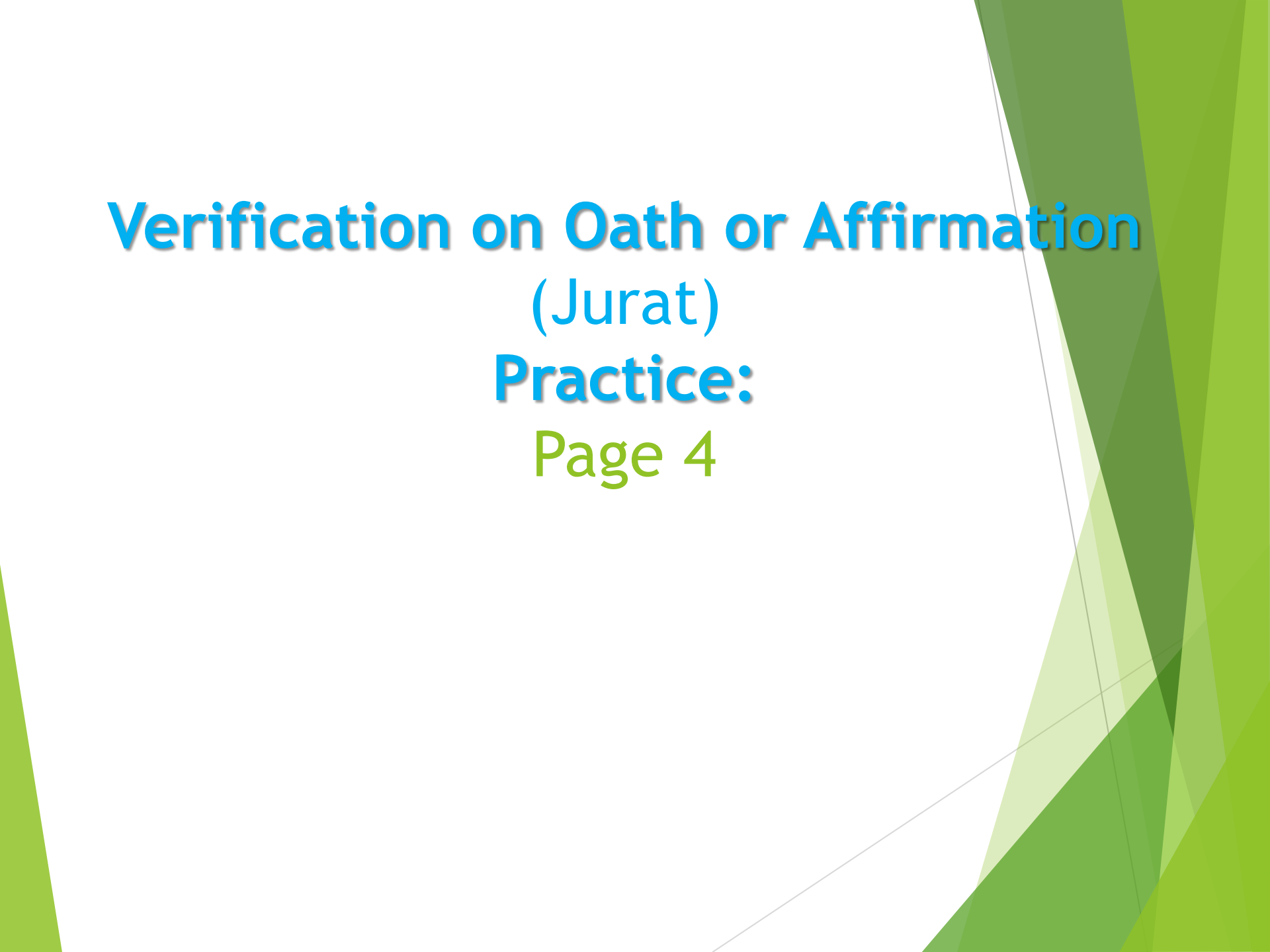
*Signed before me by Name of Signer on Today's date, Year.*

*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](http://www.asnnotary.org)
- **National Notary Association:** [www.nationalnotary.org](http://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

[CorporationDivision.SOS@sos.oregon.gov](mailto:CorporationDivision.SOS@sos.oregon.gov)

[sos.oregon.gov/business](http://sos.oregon.gov/business)

**(503) 986-2200**

[NotarySeminar.SOS@sos.Oregon.gov](mailto:NotarySeminar.SOS@sos.Oregon.gov)