

# Notary Qualification

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**To be a notary public in Oregon, you must meet the following qualifications, at the time of application:**  
(A background check is conducted on all applications for a notary public commission).

- ✓ **Be 18 years of age or older**
- ✓ **Be a resident of the State of Oregon** (You may also qualify if you are a resident of California, Idaho, Nevada, or Washington and carry on a trade or business or are regularly employed within the State of Oregon)
- ✓ **Be able to read and write the English language**
- ✓ **Be of good moral character**
- ✓ **Not have had a notary commission revoked for official misconduct during the previous 5 years**
- ✓ **Complete a 3 hour Notary training course** (not required for current 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 a lesser offense incompatible with the duties of a notary public, during the previous 10 years**
- ✓ **Pass the Secretary of State's Notary Examination**

**Good moral character means** character other than that which reflects moral turpitude and conduct which would cause a reasonable person to have substantial doubts about an individual's honesty, fairness and respect for the rights of others and for the laws of the state and the nation. To be relevant to deciding whether a person is of "good moral character," conduct of questionable good moral character must be rationally connected to the applicant's fitness to be a notary public.

## **Conviction of a lesser offense incompatible with the duties of a notary public means**

"Conviction of a lesser offense incompatible with the duties of a notary public" as cited in ORS 194.166(4) and OAR 160-100-0610(67) shall mean having been convicted in any court of the State of Oregon or any other state or federal jurisdiction of one of the crimes listed below or any comparable crime:

- Any misconduct identified of the notary offenses listed in ORS 194.990
- Compounding a felony (ORS 162.335)
- Criminal impersonation (ORS 162.365)
- Criminal possession of a forged instrument in the 2nd degree (ORS 165.017)
- Criminal simulation (ORS 165.037)
- False swearing (ORS 162.075)
- Falsifying business records (ORS 165.080)
- Forgery in the 2nd degree (ORS 165.007)
- Fraudulently obtaining a signature (ORS 165.042)
- Giving false information to police officer for a citation (ORS 162.385)
- Initiating a false report (ORS 162.375)
- Issuing a false financial statement (ORS 165.100)
- Misapplication of entrusted property (ORS 165.095)
- Misuse of confidential information (ORS 162.425)
- Obstructing governmental or judicial administration (ORS 162.235)
- Obtaining execution of documents by deception (ORS 165.102)
- Simulating legal process (ORS 162.355)
- Tampering with physical evidence (ORS 162.295)
- Tampering with public records (ORS 162.305)
- Unsworn falsification (ORS 162.085)
- Any other offense of a similar nature to the above listed crimes, which is incompatible with the duties of a notary public

**DO NOT** Submit this form & fee more than 2 1/2 months before your commission expires. If you do your **\$20.00 fee payable to "State of Oregon"** will not be refunded.

**MAIL TO: STATE OF OREGON**

Corporation Division – Notary  
255 Capitol Street NE, Suite 151  
Salem, OR 97310-1327  
503-986-2593  
FAX: 503-986-2300  
www.FilingInOregon.com/notary

**This Space For Notary Office Use Only**

Test Questions

**This Space For Notary Office Use Only**

**NOTARY PUBLIC APPLICATION FOR A COMMISSION**

PLEASE TYPE OR PRINT LEGIBLY IN **BLACK OR DARK BLUE INK. ALL SECTIONS MUST BE COMPLETED.**

In keeping with Oregon Revised Statute 192.410-192.595, the information on this application is public record.

1. Print Commission Name: (As proven by ID)

First	Middle or Initial	Last

2. Full Legal Name: (First, Middle, and Last) **(No Initials)**

3. Other Names:  
(Including previous last names, commission names, and nicknames)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Home or Cell Phone Number:

( )

5. Daytime or Work Phone Number & Extension:

( )

6. Date of birth: (mm/dd/yyyy)

7. Address where notary materials should be mailed:  
(City, State, Zip code)

8. Employer Business Name **and** Address: (City, State, Zip code)

9. Home Street Address: (City, State, Zip code) **Do Not use PO Box or PMB**

10. **Do you qualify** to be a notary public in the State of Oregon pursuant to ORS 194.022, including no convictions for a felony, or certain lesser offenses in the last 10 years? (see form 500a or <http://www.filinginoregon.com/notary/qualify.htm>)  YES  NO

11. Have you ever applied to be an Oregon notary public?  YES  NO

**If yes**, most recent commission name and expiration date if known: \_\_\_\_\_

12. **Provide Notary Education Identification Number** (located on the Certificate of Education) **or current (active) Notary Commission Number.**

**Required: Effective July 1, 2006**

13. **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, and I understand that my signature on the notarial application is my consent for criminal record investigation pursuant to ORS 194.024; AND, 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 discharge the duties of Notary Public in and for the State of Oregon according to the best of my ability.

**X**

**Official Signature** (Applicant's Legal Signature)

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and (sworn) (affirmed) before me

by \_\_\_\_\_  
(Print Commission Name of Applicant)

this \_\_\_\_\_ day of \_\_\_\_\_ .  
(day) (month) (year)

**Notary Public** – Oregon (Signature)

↑ Affix Official Seal ↑

## OPEN BOOK EXAMINATION

The answers to the questions in the following open book examination can be obtained in the notary information pamphlet at <http://filinginoregon.com/pdf/notary/1501.pdf>. **In order to pass this examination, you may not miss more than THREE of the twenty questions.** There is no limit to the number of times you may reapply and take further examinations; however, the \$20 fee you include with each application will not be refunded.

### TRUE OR FALSE - MARK THE APPROPRIATE BOX.

#### True False

1. When using an attachment certificate a complete seal imprint must be on the certificate. A second imprint may overlap the document and certificate as a protection device.
2. Except to file with the Secretary of State, a notary public shall not use the notary's official seal for any purpose other than to perform a notarial act.
3. A notary public may perform a notarial act even if the notary is a signer of or named in the document to be notarized.
4. All identification used to establish identity of the signer must be current.
5. The official seal 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.

#### True False

6. A notary public receives his/her commission from the employer who pays notarial expenses and remains a notary public only as the employer directs.
7. Notaries must sign the notarial certificate using their official signature filed with the Secretary of State.
8. An official seal embosser may be used only in addition to the official seal.
9. A notarial certificate must refer to the State and County in which the notarial act is performed.
10. A non-attorney notary public may not give counsel on immigration matters.

### MULTIPLE CHOICE - MARK THE ONE APPROPRIATE BOX.

11. "Personal Appearance" means:
- 1) speaking to the notary over the phone.
- 2) in the notary's physical presence.
- 3) personally mailing a document to a notary public.
12. A notary public shall mail or deliver a notice of address change to the Secretary of State:
- 1) within 30 days after the change.
- 2) within 60 days after the change.
- 3) within 90 days after the change.
13. The official seal of a notary public shall be a stamp made of rubber or some other substance capable of making legible imprint on paper in:
- 1) black ink.
- 2) blue ink.
- 3) any color ink that is legible and reproducible.
14. Upon expiration of his/her notary commission, a notary public may destroy his/her notarial journal:
- 1) at any time.
- 2) upon receiving authorization from the Secretary of State.
- 3) seven years after expiration of the commission in which the entries were made.
15. The Secretary of State may revoke or suspend the commission of any notary public upon:
- 1) failure to complete an acknowledgement at the time the notary's signature and official seal are affixed to the document.
- 2) an execution of any certificate as a notary public containing a statement known to the notary public to be false.
- 3) Both of the above.
16. A notary public so appointed and commissioned may not perform notarial acts in another state, but may notarize a document originating in another state if:
- 1) a completed notarial certificate from the other state is attached.
- 2) the notarization is performed in this state.
- 3) the signature on the document has been confirmed by phone.
17. A complete notarial certificate must include all of the following:
- 1) the notary's seal and signature.
- 2) the notary's seal, signature, jurisdiction, and a statement of who appeared on which day, and which act was performed.
- 3) the notary's seal, signature, and the jurisdiction.
18. A chronological journal of notarial acts shall be kept:
- 1) if the notary public so chooses.
- 2) if the employer of the notary public requires it.
- 3) by each Oregon notary public.
19. "Subscribed (or signed) and sworn" is appropriate language for a notary certificate only if:
- 1) an oath has been administered by the notary.
- 2) the document was signed before the notary was present.
- 3) the document shall be received by a court of law.
20. A credible witness who swears or affirms as to the identity of a signer must be:
- 1) personally known to the notary.
- 2) proven on the basis of identification cards.
- 3) related or married to the signer.

NAME: \_\_\_\_\_