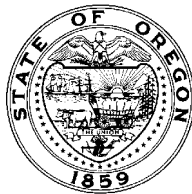


**Office of the Secretary of State**

Kate Brown  
Secretary of State

Barry Pack  
Deputy Secretary of State



**Corporation Division**

Peter Threlkel  
Director

255 Capitol Street NE, Suite 151  
Salem OR 97310

503 986 2200

**Notary Public Fax:** 503 986 2300

## **Notary Public Fee Schedule According to OAR 160-100-0410:**

"A notary public who charges a fee for a notarial act shall either display a list of notary fees specified in OAR 160-100-0400 in a conspicuous location in the notary public's place of business or give a copy of the notice to any person requesting a notarial act to read before having the notarial act performed. A place of business is the notary public's residence, business office or any other location in which the notary public performs a notarial act."

In other words, you must clearly display the fees you charge, or give the client a written list of those fees, before you notarize for that client, if you wish to charge them. If you do not charge them, there is no need to show the fees.

If you signed the waiver on the notary application, you may not charge. To verify or change the waiver status call (503) 986-2593.

### **Fees**

#### **OAR 160-100-0400**

A notary public shall not charge, attempt to charge, or receive a notary fee that is more than:

- \$10 for taking an **acknowledgement**.
- \$10 for taking a verification upon a **oath or affirmation**.
- \$10 for **certifying a copy** of a document.
- \$10 for **witnessing or attesting a signature**.
- \$10 for **protesting commercial paper**, except \$0 for a check drawn on an insolvent financial institution.
- \$10 for **administering an oath or affirmation without a signature**.