



## Remote Online Notarization Notice

Secretary of State - Corporation Division - 255 Capitol St. NE, Suite 151 - Salem, OR 97310-1327 - [sos.oregon.gov/notary](https://sos.oregon.gov/notary) Phone: (503) 986-2200

Save completed form and email to [notary-team.sos@sos.oregon.gov](mailto:notary-team.sos@sos.oregon.gov)

### Guidelines for Remote Notarization

1. You must have a current notary commission. The commission name is defined in [OAR 160-100-0020](#)
2. You must complete the [Remote Online Notarization training](#).
3. The vendor that you choose must meet the requirements set forth by the Oregon Secretary of State under [OAR 160-100-0805](#) and [OAR 160-100-0855](#). Your notarizations may not be valid if you use a vendor or process that doesn't meet all of the requirements in statute and rule for remote online notarization.
4. Email the completed form on page two of this document along with the PDF showing the stamp and signature from your RON platform to [notary-team.sos@sos.oregon.gov](mailto:notary-team.sos@sos.oregon.gov).
5. You must attach a PDF showing the stamp and signature from your RON platform. It must be your finalized stamp and signature applied to a sample document. There is a template certificate on the third page of this form.
6. The request will be reviewed and confirmation will be sent to your email informing you if the request has been approved.
7. Once request is approved and you have received acknowledgment, you may proceed with remote notarization.
8. Incomplete requests will delay the approval process.



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**CURRENT COMMISSION NAME:**

\_\_\_\_\_

**CURRENT COMMISSION NUMBER:**

\_\_\_\_\_

**COMMISSION EXPIRATION DATE:**

\_\_\_\_\_

**EMAIL ADDRESS:**

\_\_\_\_\_

**PUBLIC RECORDS ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VENDOR INFORMATION:**

List the name of the chosen vendor. Submit a separate notice for each vendor used.

**NAME OF VENDOR:**

\_\_\_\_\_

**VENDOR WEBSITE URL:**

\_\_\_\_\_

**VENDOR CONTACT INFORMATION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I have completed the required training from the State of Oregon. I understand the laws and rules related to remote online notarization and will execute the laws faithfully. My stamp and signature meet the requirements of the laws and rules, and I have attached a copy of my stamp and signature for your review.
- I hereby declare that, to the best of my knowledge, the method of remote notarization vendor that I will use meets the system requirements set forth by the Oregon Secretary of State under OAR 160-100-0805 and OAR 160-100-0855. I understand that any misrepresentation in this document is subject to penalty of perjury.

**SIGNATURE:**

\_\_\_\_\_

# **SAMPLE CERTIFICATE**

**Please attach your electronic stamp and signature below. The stamp and signature must be the finalized version as used in the remote online notarization platform. The electronic signature must match the signature on your notary commission oath of office.**

**Insert electronic notary stamp here:**

**Insert electronic notary signature here:**