

NOTARIZING PLATS

As the surveyor of a plat, it is your responsibility to assure that the declaration and acknowledgement is in proper format; that the declarant signs the plat properly and with proper ink; and that the notary statement is properly completed. As a result of nondrying inks and smudging of notary seals, we will no longer accept plats that have been stamped with a notary seal (stamp). The proper procedure is outlined below:

Declaration: The declarants' signatures **must be in permanent black ink**. Signatures of ball point pens, colored ink, etc. may require a new signature page to be prepared.

Acknowledgement: In the acknowledgement; the day, month, and year must be complete.

Acceptable

2nd day of June, 2005
June 02, 2005

Not Acceptable

2 day of Jun, 05
Jun 2, 05 or 6/2/05

Notarizing Plats: NO NOTARY STAMP REQUIRED (only for Oregon Notaries)

Include the following on the plat notary statement:

_____	(Notary signature in archival black ink)
Notary Signature	
_____	(<u>PRINTED</u> name of notary – This is
NOTARY PUBLIC – OREGON	<u>required</u> by statute)
Commission No. _____	(Notary's commission number)
My Commission Expires _____	(Month by name [not abbreviated],
	two-digit day and complete year
	i.e. August 01, 2005
	This is <u>required</u> by statute)

All signatures and notary information must be in archival black ink.

Do not include any text shown within parentheses ().

Out of state notaries must comply with their specific notary laws. However, in no case will a "crimped" notary be allowed on any plat.

194.031 Notarial seal; exception for notarization of certain plats; filing of sample imprint; replacement seal; rules. (1) The official seal of a notary public shall be a stamp made of rubber or some other substance capable of making a legible imprint on paper in black ink. The imprint must legibly reproduce under photographic methods.

(2) The Secretary of State shall adopt rules prescribing the size and form of the imprint of the official seal to promote uniformity, legibility and permanency.

(3) Except as provided in subsection (4) of this section, the attempt to notarize an instrument required to be notarized shall be of no effect unless it bears an imprint of the official seal of the notary who performed the notarization made in the manner required under subsections (1) and (2) of this section.

(4) The imprint of the official seal of a notary public shall not be required to effectuate a notarization of a subdivision or partition plat required under ORS 92.010 to 92.190 or a condominium plat required under ORS 100.115, or any replat, supplement or amendment thereto, if the following appear below the notary's signature:

(a) The printed name of the notary public;

(b) The words "NOTARY PUBLIC - OREGON";

(c) The words "COMMISSION NO." immediately followed by the notary public's commission number; and

(d) The words "MY COMMISSION EXPIRES" immediately followed by the date the notary public's commission expires, expressed in terms of the month, by name not abbreviated, two-digit date and complete year.

(5) Upon delivery of an official seal to a notary public, the notary public shall cause an imprint of the official seal to be filed in the office of the Secretary of State, together with any other information that is by rule required. The filing shall be done in the manner and within the time prescribed by rule.

(6) Any notary whose official seal is lost, misplaced, destroyed, broken, damaged or that is otherwise unworkable shall immediately mail or deliver written notice of that fact to the Secretary of State. The Secretary of State shall issue a Certificate of Authorization which the notary public may use to obtain a replacement seal.

(7) A seal embosser may be used as an adjunct to the official seal. The use of the seal embosser shall be in compliance with any rules adopted by the Secretary of State. [1967 c.541 §6 (enacted in lieu of 194.030); 1983 c.393 §17; 1989 c.976 §10; 2001 c.63 §1]