Oregon Notary Commission Process

Step-by-Step Instructions to Begin Your Notary Commission

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | **Website:** www.NationalNotary.org/OR/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

❑ **Step 1**

I am eligible to become a Notary in Oregon and I am in compliance with state requirements:

- **Be at least 18 years old.**
- **Reside in OR; non-resident OK if employed in OR.**
- **Must be able to read/write English.**
- **Good moral character.**
- **No felony or lesser convictions incompatible with duties of Notary in 10 years; no Notary commission revocation in 10 years.**

❑ **Step 2**

Purchase my state-required seal and supplies at NationalNotary.org/OR/Become or call 1-800-876-6827. The NNA® will immediately ship the supplies that are not dependent upon the commission (e.g. journal, law primer, etc., as requested).

❑ **Step 3**

Take my training from the NNA or an approved vendor on the Secretary of State's website.

❑ **Step 4**

I have taken the exam and completed my Notary commission application.

❑ **Step 5**

Once my application is accepted, I have taken my Oath of Office before a Notary, and sent a notarized copy to the state, along with the applicable $40 processing fee.

❑ **Step 6**

Once my Certificate of Authorization has arrived from the state, I have emailed a copy to Releasing@NationalNotary.org, or faxed it to 1-800-833-1211, along with my NNA customer number and order number. Once my documents have been received, my stamp will be shipped within 3-5 business days.