

160-100-0210 Information Required to be Recorded in Notarial Journal

Except as provided in OAR 160-100-0220 and 160-100-0230, a notary public shall record in a notarial journal the following information about each notarial act performed by the notary public:

- (1) The date and time the notarial act was performed;
- (2) The type of notarial act performed;
- (3) The date of the document notarized;
- (4) The type of document notarized;
- (5) The printed name of the person whose statement, signature or document was notarized;
- (6) The signature of the person whose statement, signature or document was notarized.
- (7) A description of how the notary public identified the person whose statement, signature or document was notarized. The description shall be as follows:
 - (a) If the notary public identified such person by personally knowing the person, then the description shall consist of the statements either “personally known” or “personal knowledge”;
 - (b) If the notary public identified such person by seeing and hearing a credible witness personally known to the notary public testify under oath or affirmation, then the description shall consist of, in the following order, the legal name and residence street address of the witness;
 - (c) If the notary public identified such person by seeing identification documents, then the description shall consist of, in the following order, the name of the organization that issued the document; the type of document ~~and the number of the identification document if any~~ the document’s expiration date. For example, State of Oregon Driver License 8-8-2008.
- (8) An entry may contain any other information.