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NEEDED ITEMS FOR YOUR NOTARIAL ACT

1. At the time of your appointment, you must **have a valid ID in your possession.**

An ID can be in the form of a:

- A. Driver's License
- B. ID from any state
- C. Driver Instructional Permit
- D. Non-Expired, temporary driver's license or ID card
- E. U.S. or Foreign passport (book or card)
- F. U.S. Military ID cards
- G. ID from a federally recognized Indian tribe
- H. U.S. government issued ID (any) with both picture and signature

Your ID can be expired up to 3 years before the date of notarization in Oregon.

2. **The fee to have a document notarized is \$10.00 per signature/person.** For example, the Notary Public is identifying and witnessing two separate executions on a document, therefore, \$10.00 per signature/person totaling \$20.00. **The fee for a Remote Notarization is \$25.00 per signature/person**, please ask for more details. **The fee for a Loan Signing Package is \$125.00** and up, please ask for more details.
3. If witnesses are required for your notarial act, they will need to be present at the time of the appointment along with their identification. \$10.00 per witness (see #2).
4. If your document does not include a notarial certificate, one will be provided to you free of charge by the Notary Public.
5. If for some reason the notarial act cannot be performed at the confirmed appointment, **mileage is still due and payable to the Notary Public.**
6. **Acceptable forms of payment are:**
 - A. Cash
 - B. Check
 - C. Charge (A service fee will be charged when using a card for payment)

Notary – RON/Remote Online Notary – Loan Signing Agent