

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 non-drying 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 declarant's 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, 2015

June 02, 2015

Not Acceptable

2 day of Jun, 15

Jun 2, 15 or 6/2/15

Notarizing Plats: NO NOTARY STAMP REQUIRED (only for Oregon Notaries)
(Pursuant to ORS 194.280(8))

STATE OF (*state*))
) ss
COUNTY OF (*county*))

Include the following on the plat notary statement:

_____	(Notary signature in archival black ink)
Notary Signature	
_____	(<u>PRINTED</u> name of notary – This is required by statute)
Notary Public for the State of Oregon	
Commission No. _____	(Notary's commission number)
My Commission Expires: _____	(Month by name [not abbreviated], two-digit date and complete year i.e., August 01, 2013 – this is <u>required</u> by statute)

- All signatures and notary information must be in archival black ink.
- Do not include any text shown in ()
- In no case, will a “crimped” notary be allowed on any plat.
- **Out of state notaries must comply with their specific notary laws.**