

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, 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 date 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 in ()

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