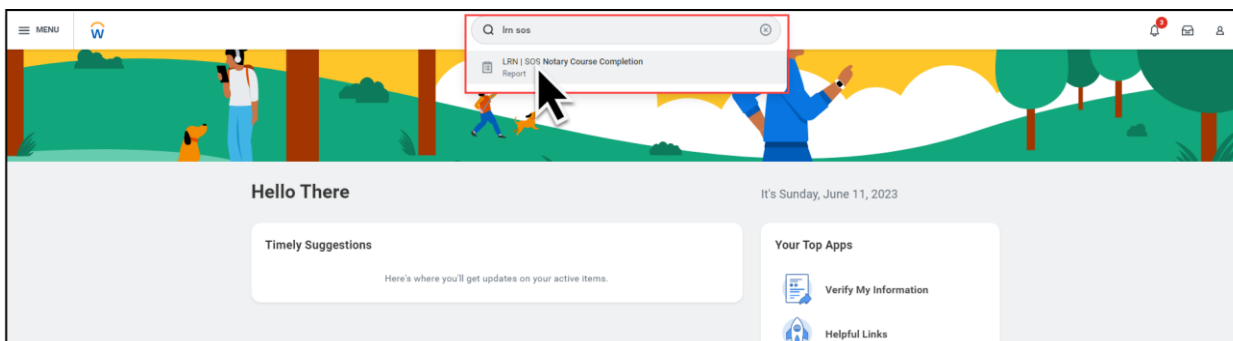


# Locating your Education Training Number in Workday and completing your application for a notary commission

Please note: you will not be able to access your education training number until you have successfully *completed* the Notary Basics training course.

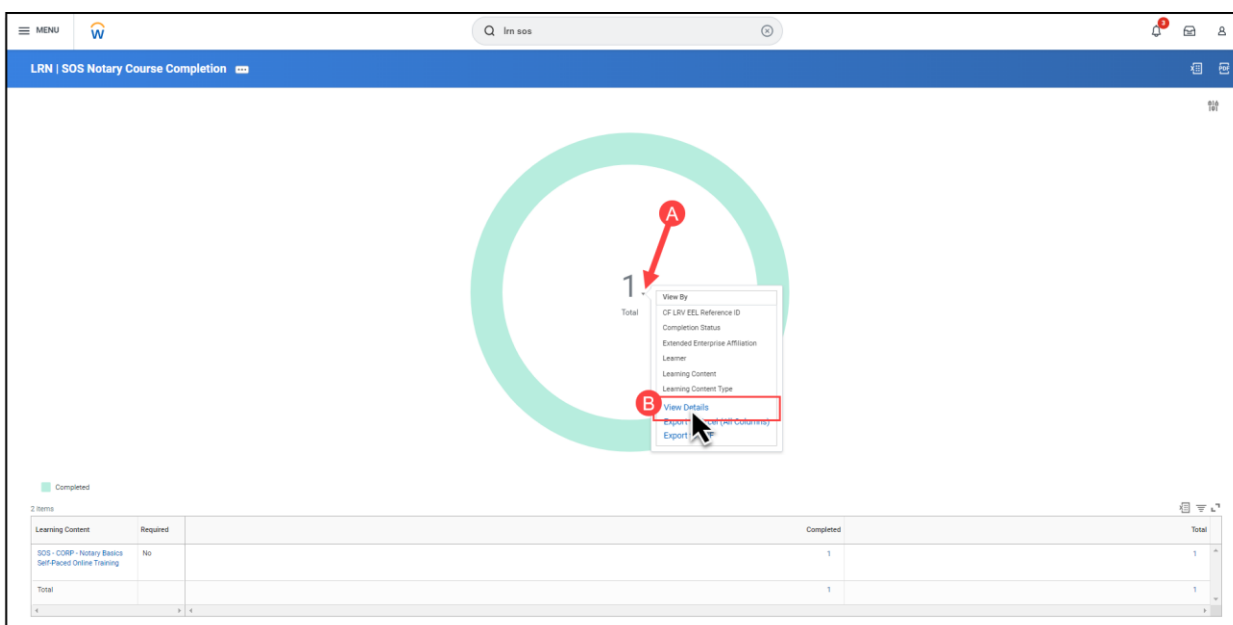
## Navigate

1. Sign into Workday. Search for and select LRN | SOS Notary Course Completion.



## Select

2. Click the drop-down arrow (A) then select, View Details (B).



If you see the screen below instead of the screen above, enter your name in the Learner blank and click OK.

LRN | SOS Notary Course Completion

Learner

Filter Name

Manage Filters

0 Saved Filters

You will see your name; click the box next to it. If your name appears more than once, select the one with “(E)” after it. Your name will appear in the Learner blank. Then click OK.

## Locate

3. Locate and write down your education number.

Learner	Notary#	Extended Enterprise Affiliation	Learning Content	Learning Content Type	Completion Status	Completion Date	Required
Alex Jones [E]	EXTENDED_ENTERPRISE_LEARNER: 9-9650	State of Oregon - Affiliation	SOS - CORP - Notary Basics Self-Paced Online Training	Digital Course	Completed	06/09/2023	No

Go the notary web page for accessing the test:

<https://secure.sos.state.or.us/notary/extrnl/home>

Select “Take the exam and apply” (Training completed):

## Oregon Notary Public Application

To become an Oregon Notary Public, I want to...

Get training

Notary education

Take the exam and apply

Training completed

Select the Education Training Provider

Please make a selection...

Enter your Education Training number

Please do not use your browser's Back or Forward button to navigate the application process, or your session will become invalid and you will have to begin again.

### Select the Education Provider:

'SECRETARY OF STATE TUTORIAL' (for self-paced online training or in-person training)

'SECRETARY OF STATE WEBINAR' (for instructor-led webinar)

Enter your Education number; (for state employees, use your OR number).

You will be taken to a screen where you can verify that you meet the requirements to become a notary in Oregon. When you have completed this form, you will be taken to the online application.

Oregon Notary Public Application

Oregon Notary Public requirements:

- At least 18 years old.
- Oregon resident, or
  - be employed in Oregon, or
  - have a business practice in Oregon.
- Able to read and write in English.
- No notary public commission revocation within the last 10 years of this application date.
- No conviction of a felony or crime involving fraud, dishonesty or deceit within the last 10 years of this application date.
- Successfully completed a course of study approved by the Oregon Secretary of State.
  - Note:** this is optional if applicant has an active Oregon Notary Public commission at the time of application.

I certify that I meet the requirements to be a Notary Public for the State of Oregon.

Notary email address

Next Cancel

Complete the application, and you will be taken to the test.

After passing the test, you will see a screen that confirms your passing score.

(NOTE: *take a screenshot* of this screen in case you experience technical difficulties with submitting your results.)

1. Next, you will receive an email from the Secretary of State's office with your Application and Oath of Office attached. **Note that it expires in 30 days.**
2. You will complete it, then sign and have it notarized.
3. Return it to the Secretary of State's office with a \$40 application fee. You can pay with a check or money order made out to the Secretary of State, or by fax and credit card using this cover sheet: <https://sos.oregon.gov/business/Documents/fax/credit-card-fax-cover-sheet.pdf>

If you fax the application and payment information, be sure to use the Notary Fax number, and fax before 4 pm, as the machine is not monitored after 5 pm.

Then you will receive an email from the Secretary of State's office with two certificates attached:

- A. your Notarial Commission, and
- B. your Certificate of Authorization

These will provide you with your commission number and your commission expiration date.

Then you can order your stamp and journal from a vendor. They will require your commission number and the expiration date, which will be put on your stamp.

There are many vendors from whom you can order the notary stamp and journal—just search the internet or visit a local office supply store. You can also purchase them from one of the national notary organizations:

National Notary Association: <https://www.nationalnotary.org/oregon/supplies>

American Society of Notaries: <https://www.asnnotary.org/?form=supplies>

When your stamp and journal arrive, you are ready to begin notarizing.

*Congratulations!*