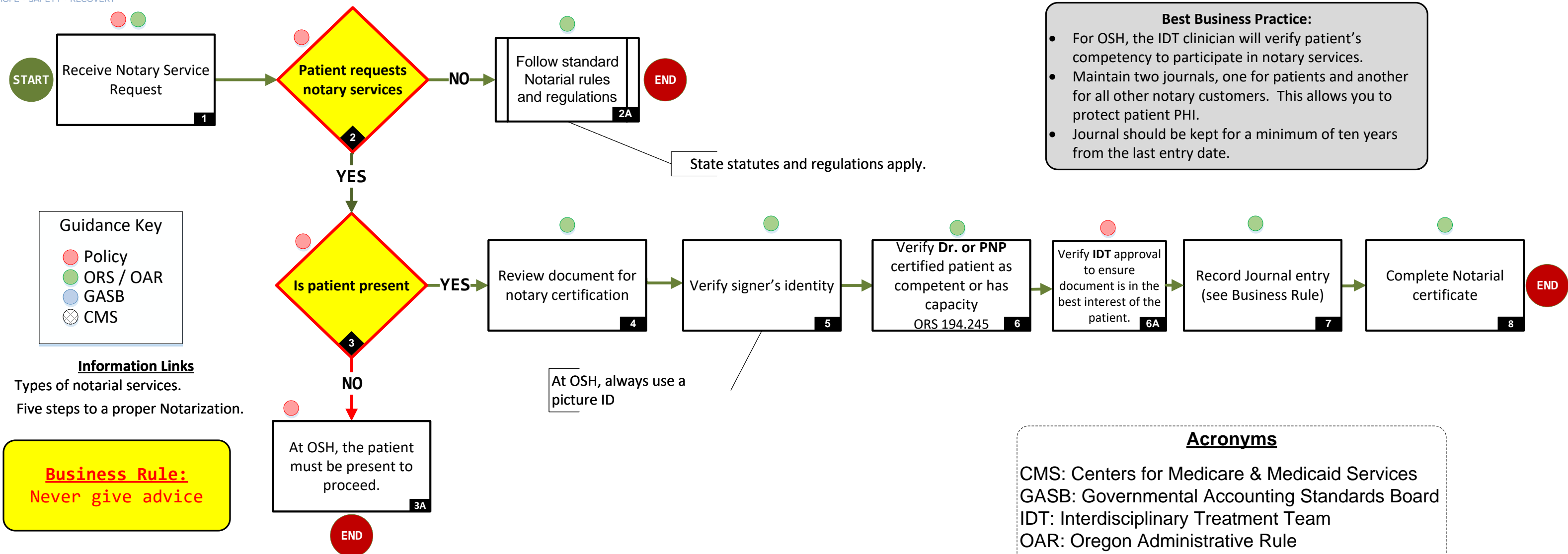


# Notarial Services Employee Duties



**Best Practices**

When a patient needs/wants a document notarized that requires a witness, (Power of Attorney (POA), custody papers, court documents, etc.,) there will need to be two separate approvals to ensure the best outcome for our patients. OSH notaries cannot notarize a patient document without these two approvals:

- 1). The attending practitioner must attest to the patient's capacity to understand the document and any possible ramifications of it.
- 2) The IDT must determine if the document is in the best interest of the patient.

**Patient identifying by other than legal name.**  
In journal, document the legal name and then document identifies as ex: "john doe"  
This is to include if patient signs identified as name/signature

**No Picture ID card signature to verify notarization signature to.**  
Is there a signature on any documents to verify signature against? (This document will need to be supplied to the notary.)  
This is a bigger issue when there is a doubt of accurate ID. Will need a credible witness to attest to personal knowledge as proof of identity.

**Can OSH badge (without signature) be used as Picture ID?**  
Yes, if there is no question of accurate ID. It is a state government issued badge

**Credible witness when no ID or signature to compare with.**  
Must be sure to administer OATH to credible witness.  
Credible witness must sign journal, have ID. (can use OSH badge)  
In Oregon- notaries NEVER oath "under penalty of perjury"  
If no one is willing to be a credible witness, do not notarize.

**Clearly document each instance above in the Notary Journal.**  
Do not worry about taking up too many lines, or too much space.