City of Wilsonville  
Notary Service Guidelines

The City offers notary services to the public at both City Hall and the Wilsonville Public Library during the following hours:

- **City Hall**  
  - Monday through Friday, 9:00 a.m. to 4:00 p.m.

- **Library**  
  - Monday through Thursday, 10:00 a.m. to 7:30 p.m.
  - Friday and Saturday, 10:00 a.m. to 5:30 p.m.
  - Sunday, 1:00 p.m. to 5:30 p.m.

While both City Hall and the Library have several staff members authorized to provide notary services, it is suggested to call ahead to ensure that a notary will be available when you arrive.

- City Hall: 503-682-1011
- Library: 503-682-2744

**Guidelines**

- Individuals seeking notary service must present valid photo ID.
- There will be a $5 fee per notarial act.
- Documents must have a complete and accurate notary block.

- The City will not provide witnesses (other than the notary).
- The City will provide up to two certified true copies for a $5 fee per certification.

- By law, the City cannot copy or certify birth or death certificates and marriage or divorce decrees. Certified copies are available from the agencies in charge of those records.

- The City will NOT notarize the following documents:
  - Wills or codicils
  - Mortgages, closing documents, or bank-related documents
  - Foreign language documents or foreign currency transactions
  - Depositions
  - Any other document the notary is not comfortable notarizing.*

*The notary may, at his or her discretion, decline to provide notary service if the customer, document, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty.

If the City is unable to notarize your document, the following are examples of some other local notary service options. There may be other service providers available as well:

- Bank branches
- The UPS Store  
  29030 SW Town Center Loop E, Suite 202  
  Wilsonville, OR 97070  
  503-582-8986
- Reliable Signing Service – Mobile Notary  
  Wilsonville, OR  
  503-816-5848