

Notary Training Outline

Steps to Notarize An Oklahoma Voter's Ballot Affidavit

Welcome/ guidelines / introductions

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Step 1: Get Authorized to be a Notary

1. Review information on Oklahoma Secretary of State Website for Notaries
<https://www.sos.ok.gov/notary/default.aspx>
2. Review information on Oklahoma State Election Board regarding notarizing ballots.
https://www.ok.gov/elections/Voter_Info/Absentee_Voter_Verification.html
3. Fill Out the Forms yourself or go to Stamp and Seal Storefront and complete forms.
 - a. Norman Stamp and Seal - Norman - <https://www.normanstampandseal.com/>
 - b. Burkhardt's - Tulsa - <https://burkharts.store/>
 - c. Walker's Company - Oklahoma City - <https://walkercompanies.com/stamps-and-seals/>
4. What about the Bond? It is \$30 for a \$5000 bond for 4 years. Stamp and Seal Company helps with this
5. Takes about 2-3 days to complete process beginning to end
6. To answer questions and help you become a notary
 - a. Email William Andrews Wandrews@sbcglobal.net who is a Notary and hosts the FB Group for Oklahoma Notaries
 - b. Join Private [FB Group "Oklahoma Notaries Public"](#)

Step 2: Get Authorized to Notarize more than 20 Ballot Affidavits¹

1. Email County Election Board Secretary to request permission to notarize more than 20 Ballots. Email addresses are here. https://www.ok.gov/elections/About_Us/County_Election_Boards/
2. You can request a form from each county to request permission.
 - a. You must receive permission from each county election board you would like to notarize more than 20 ballots.
 - b. You can notarize UP TO 20 ballots in any county without special permission.
3. Or if you have trouble getting the county from you can use this one:
 - a. [Notary Limit Exemption Request Form 2020.pdf](#)
 - b. Fillable form [fillable Notary Limit Exemption Request Form 2020.pdf](#)
 - c. Use an app like DocHub to complete an electronic signature
 - d. County Election Board will send you the form back to keep on file for 2 years

¹ Affidavit is a written statement confirmed by oath or affirmation, for use as evidence in court. Absentee Ballots have an affidavit to provide an oath of the voter.

Step 3: Gather Materials & Supplies

1. Notary Seal -- Stamp and Seal Company
2. [Notary Log](#): It is suggested by Oklahoma Secretary of State that the following information be kept:
 - Date & type of notarial act
 - A description of the document
 - The signature and printed name and address of each person for whom a notarial act was performed
 - A description of the form of identification provided (driver's license, photo identification, etc.) or a statement that the person is "personally known" to the notary public
 - The location where the notarization was performed
 - The amount of the fee charged, (cannot charge for notarizing ballots)
 - Personal notes that may be useful
3. [Do's and Don'ts checklist](#)
4. Pens -- get some that can be sprayed with disinfectant (Black or Blue Ink. Non-Gel - A Bic Pen is a good choice)
5. PPE. Handsanitizer, Gloves, Masks
6. Postage Stamps may be given to voter pursuant to SB1779.
 - a. 85 cents needed to mail ballot.
 - b. 1 Forever Stamp & 1 Postcard Stamp or visit USPS to get it Metered
7. "I'm a Notary" yard sign (use a old campaign sign and recover it with new lettering)
8. "I Voted" Sticker (order them online, or maybe our stamp and seal companies will have some)
9. Card table / two chairs (when providing your own work space)
10. Clip board that holds supplies such as stamps pens hand sanitizer, etc.
11. Directions to nearest Post Office Box to Mail Ballot
12. Directions to check on status of the absentee Ballot
13. Bucket or locking tub for supplies
14. For larger events: Photo op props and back drop / a Flag / I voted sign, etc, Flag, tailgate tent, wagon, lawn chairs.

Step 4: Find & Show up at a location

1. Sign up here if you'd like to volunteer for this service: [sign up on google docs to volunteer as notary](#) or [online here](#). At a regular place of business during business hours, no limit to the number of ballots notarized.
2. At an event sponsored by LWV or other Non-Profit or campaign like SQ 802, Abby Broyles for Senate or Kendra Horn CD5 or political party
3. Ask permission to table at a Library, community center, breakroom of a local hospital to assist medical staff in notarizing their ballot, etc
4. At a home (someone will email or call you) Drive-by Notary near mailbox for voter to drop off ballot

5. Advertise & Set-up scheduled hours at a community park, pool, garden or other public space

Step 5: Notarize the Affidavit of a Voter's Ballot

1. [Review Dos and Don'ts](#)
2. Review information on Oklahoma State Election Board regarding notarizing ballots.
https://www.ok.gov/elections/Voter_Info/Absentee_Voter_Verification.html
3. Confirm with the voter that their ballot is sealed inside the envelope before beginning the notary process.
 - a. DO NOT ASSIST IN THE VOTERS VOTING
4. Look at ID first before Voter signs and make sure it is not expired (DL, Passport, State ID)
5. Voter signs while you are Watching, then Voter hands you the affidavit
6. Notary signs and dates and puts in Notary number on affidavit
7. Notary puts onto Notary Log Voter's information
8. Notary gives voter
 - a. a stamp to put on the envelope
 - b. "I voted Sticker"
 - c. directions where the nearest mailbox is to deposit the ballot. (create index size card)
 - d. Instructions on how to check status of absentee ballot
<https://okvoterportal.okelections.us>

June 30 - Primary Election/Special Elections

Last day to register to vote: June 5

Deadline to request absentee ballot: 5 PM, June 23

Early voting:

Thursday, June 25, 8 AM - 6 PM

Friday, June 26, 8 AM - 6 PM

Saturday, June 27, 9 AM - 2 PM

An absentee ballot must be received by the county election board before 7 p.m. on election day to be counted