

# *Judges' Committee On Notaries Public*

*c/o Law Library  
Courthouse • 270 Main Street  
Batavia, Ohio 45103  
(513) 732-7359*

FLACH DOUGLAS, CHAIRMAN  
J. ROBERT TRUE  
RICHARD FERENC  
CAROLA. SUHRE

JUDGE VICTOR HADDAD  
JUDGE JERRY R. MCBRIDE  
JUDGE W. KENNETH ZUK  
JUDGE MICHAEL J. VORIS  
JUDGE WILLIAM WALKER  
JUDGE STEPHANIE WYLER

## NEW APPLICATION

All persons who desire to obtain a Notary Public Commission in the State of Ohio must make application and take and pass a written examination pursuant to the practice of the county in which they reside. New applicants must be at least 18 years of age, a resident of Clermont County, registered to vote, and having no convictions of a criminal nature.

Fill-out the application in full, including references.

Have your signature notarized.

Print the information as indicated on the appointment sheet.

Complete the sheriff's release in full.

There is a \$5 fine when the forms are submitted incompletely or incorrectly.

When the application is returned, you will be sent a manual to study and a postcard with the date and time of the next schedule exam. Please respond if you plan to attend. If you are unable to make the first exam, you will be notified of the next date. If the second date is missed, it will be necessary to re-apply, including another \$50.00 fee.

No special or private examinations are given without prior approval of the Committee. A statement of good and sufficient cause why this is necessary, may be attached to the application.

There are ten questions on the exam, taken from the study manual. You **ARE NOT** permitted to refer to the manual during the exam. Answers must be written out (no true or false or multiple choice). You must have 70% correct to pass. Bring your own pen or pencil.

FEE: \$50.00 (includes fee to the Governor)

Return all applications and make checks payable to:

Judge's Committee on Notaries Public  
c/o Law Library  
Courthouse - 270 Main Street  
Batavia, Ohio 45103  
(513) 732-7359

# APPLICATION FOR THE OFFICE OF NOTARY PUBLIC

(Note - Answer each question in full)

Name (print in full) \_\_\_\_\_ Res. Tel. \_\_\_\_\_

Residence \_\_\_\_\_  
Street City or Town Zip Code County

Occupation \_\_\_\_\_ Any other occupation \_\_\_\_\_

With the firm or employed by \_\_\_\_\_

Business Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Type of business \_\_\_\_\_

Last employed by \_\_\_\_\_ When \_\_\_\_\_

Age \_\_\_\_\_ When and where born \_\_\_\_\_  
(date) (city or village) (county) (state) (country)

Education \_\_\_\_\_  
(name and kind of institution) from (year) to (year) (city) (degree)

Are you a citizen? \_\_\_\_\_ When did you last vote? \_\_\_\_\_ Where did you Live? \_\_\_\_\_  
(home address)

How long have you lived in this state? \_\_\_\_\_ And in this county? \_\_\_\_\_

If naturalized, when and where \_\_\_\_\_  
(date) (name of court) (city) (state)

Why do you desire to be a Notary Public? \_\_\_\_\_

Has your application for appointment as Notary Public ever been rejected? \_\_\_\_\_

Have you ever been removed from the office of Notary Public? \_\_\_\_\_ Give particulars \_\_\_\_\_

Are you now a Notary? \_\_\_\_\_ If so, for what county? \_\_\_\_\_  
(date of expiration)

Was previous commission issued (or last vote) in a different name? If so, what? \_\_\_\_\_

Have you ever been convicted of any criminal offense or the violation of any Ordinance, other than minor traffic offense? \_\_\_\_\_

If so, give particulars \_\_\_\_\_

It is unlawful for you to prepare, draw or draft for others any legal papers or documents, including the following: Wills, deeds, notes, mortgages, contracts, options, leases, escrow instructions, releases, mechanic's liens, affidavits, bulk sales affidavits, bills of sale, opinions on title to real estate, petitions and pleadings.  
It is unlawful to give legal advice, concerning same or other legal matters.  
A Notary, as such, is limited to administering oaths, taking and certifying depositions and acknowledgments and receiving, making and recording notarial protests.  
You must be a registered voter with the Board of Elections at the residence given above before appointment to the office of Notary Public.

Give names and addresses of at least two (2) character references

State of Ohio {  
Clermont County } ss.

The undersigned, who is an applicant for the office of Notary Public, having been duly sworn, says that he/she is a citizen of the United States, a legal resident of the State of Ohio, and the County of \_\_\_\_\_ and over the age of eighteen years, and that all statements contained in the foregoing Application are true.

(Signature of Applicant) \_\_\_\_\_

Subscribed and sworn to before me by the applicant herein, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public



Notary Commission Clerk  
Ohio Secretary of State  
Tel. 614-644-4559

SOS Form 2001 (rev. 01-07)

**NOTARY PUBLIC**  
(Non-Attorney Only)  
**Application for the Appointment of**  
(Please print or type)

**For the Information of Applicants**

1. Section 147.02(B) of the Revised Code provides that, with respect to the certificate appearing on the reverse of this page, no judge or justice shall issue such a certificate until he or she is satisfied from personal knowledge that the applicant possesses the qualifications necessary to properly discharge the duties of the office of notary public, or until the applicant has passed an examination under such rules and regulations as the judge may prescribe. Because the practice varies among counties, it is recommended that an applicant for commission as a notary public begin by inquiring of the bar association of his/her county or the clerk of common pleas court as to the procedure required by the common pleas court in his/her county.

Name: \_\_\_\_\_  
(Necessary only if name was different on previous commission)

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_  
County: \_\_\_\_\_

~~AWritten~~ Signature (do not print): \_\_\_\_\_

Expiration of present (or former) Commission: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_  
County: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Commissioned _____	_____
For five years	_____
Commencing _____	_____

2. A notary public whose term of office has expired before application for reappointment is made and who, knowing that the term has expired, has performed any notarial act after such expiration, is ineligible for reappointment. Therefore, an applicant who has held a commission, and who does not apply until after its expiration, must make and subscribe the affidavit on the back of this page before reappointment.
  3. Fill in the blanks on front of this application with your full name and residence address, including county. If the address is faulty or omitted, the commission cannot reach you.
  4. R.C. 147.05 provides that, before entering upon the duties of the office, a notary public shall leave his/her commission (with the oath endorsed thereon) with the clerk of court of common pleas of the county in which the notary public resides. The clerk will record and index the commission.
  5. R.C. 147.37 requires that a fee of \$15 accompany an application for reappointment as a notary public. Please send check or money order payable to "SOS/Notary Commission"
- Powers and duties of a notary public are set forth in sections 147.01-147.371, inclusive, of the Ohio Revised Code.

Return this completed application with the \$15 fee check or money order only. ~~Please do not staple checks to the application~~ to:

Notary Commission Clerk  
~~Office of the Ohio Secretary of State~~  
P.O. Box 1658  
~~Columbus, OH 43216-1658~~

**PART I: TO BE COMPLETED BY ALL APPLICANTS (NEW OR RENEWAL)**

This certificate must be made by a justice of the Ohio Supreme Court, judge of an Ohio court of appeals, or judge of an Ohio court of common pleas. (Currently, justices of the supreme court decline to sign such certificates.)

The STATE OF OHIO, CLERMONT COUNTY, ss:

It is hereby certified that \_\_\_\_\_, an applicant for appointment to the office of NOTARY PUBLIC for the STATE OF OHIO is of good moral character, that he/she is at least 18 years of age, a resident of CLERMONT County, State of Ohio; and that he/she possesses sufficient qualifications and ability to properly discharge the duties of the office of notary public.

(Draw a line through whichever of the following statements does *not* apply.)

- *I am satisfied from my personal knowledge that the applicant possesses the qualifications necessary to properly discharge the office.*
- *The applicant has passed an examination for the office under rules and regulations prescribed by the Court of which I am judge.*

Date: \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_ Judge of the

Court of Appeals of the \_\_\_\_\_ District

Court of Common Pleas of CLERMONT County

**PART II: AFFIDAVIT – TO BE COMPLETED ONLY BY A NOTARY PUBLIC WHOSE OHIO COMMISSION HAS EXPIRED.**

(See item #2 on reverse side of this form.)

If the following affidavit is made before an officer having a seal, such officer must impress such seal below.

The STATE OF OHIO, \_\_\_\_\_ COUNTY, ss:

\_\_\_\_\_, an applicant for appointment to the office of NOTARY PUBLIC for the STATE OF OHIO, and whose term of office under his/her last appointment as a NOTARY PUBLIC expired \_\_\_\_\_, \_\_\_\_\_, being duly sworn, says that he/she has not, knowing that said term has expired, performed any notarial act since expiration of his/her term, and that he/she will not perform any such act until reappointed and duly qualified.

\_\_\_\_\_  
(Signature of Applicant)

Sworn to and subscribed in my presence, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public or Clerk of the Court of Common Pleas

*Judges' Committee On Notaries Public*

*E/O Law Library  
Courthouse • 270 Main Street  
Batavia, Ohio 45103  
(513) 732-7359*

FLACH DOUGLAS, CHAIRMAN  
J. ROBERT TRUE  
RICHARD FERENC  
CAROL A. SUHRE

JUDGE VICTOR HADDAD  
JUDGE JERRY R. MCBRIDE  
JUDGE W. KENNETH ZUK  
JUDGE MICHAEL J. VORIS  
JUDGE WILLIAM WALKER  
JUDGE STEPHANIE WYLER

DATE: \_\_\_\_\_

**CLERMONT COUNTY SHERIFF**

**INFORMATION RELEASE**

I, \_\_\_\_\_  
(Please print)

authorize the Clermont County Sheriff's Office to release to:

JUDGES' COMMITTEE ON NOTARIES PUBLIC

all information regarding any contacts and disposition that I have on file with the  
Clermont County Sheriff's Office and all other governmental agencies.

\_\_\_\_\_  
(sex)

\_\_\_\_\_  
(race)

\_\_\_\_\_  
(date of birth)

\_\_\_\_\_  
(social security number)

\_\_\_\_\_  
Signature