

R.C. Sec. 147.08

BALDWIN'S OHIO REVISED CODE ANNOTATED  
TITLE I STATE GOVERNMENT  
CHAPTER 147 NOTARIES PUBLIC AND COMMISSIONERS  
NOTARIES PUBLIC

147.08 FEES OF NOTARIES PUBLIC

A notary public is entitled to the following fees:

(A) For the purpose of a bill of exchange or promissory note, one dollar and actual necessary expenses in going beyond the corporate limits of a municipal corporation to make presentment or demand:

(B) For recording an instrument required to be recorded by a notary public, ten cents for each one hundred words:

(C) For taking and certifying acknowledgment of deeds, mortgages, liens, powers of attorney, and other instruments of writing, and for taking and certifying depositions, administering oaths, and other official services, the same fees as are allowed by section 2319.27 of the Revised Code or by law to clerks of the courts of common pleas for like services:

(D) For taking and certifying an affidavit, one dollar and fifty cents.

# Judges' Committee On Notaries Public

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

FLACH DOUGLAS, CHAIRMAN  
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JUDGE MICHAEL J. VORIS  
JUDGE WILLIAM WALKER  
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## RENEWAL APPLICATION

To renew your Notary Public Commission, you must have no convictions of a criminal nature. This information will be verified before approval by the Judges' Committee on Notaries Public. If more than 30 days elapses after the expiration of your current notary commission, you must re-take the test.

Do not notarize any documents after your present commission has expired.

- APPLICATION:** Please fill-out completely. Include expiration date.  
Have your signature notarized.  
There is a \$5 fine for submitting an incomplete or incorrect application.
- APPOINTMENT FORM:** Print the information as indicated. Do not type.  
WRITE your signature as you wish your name to read on  
your commission.  
Do not sign only initials as your first name.  
yellow
- AFFIDAVIT:** Please complete the affidavit regardless of your expiration  
date. If your commission has not expired, fill-in  
your upcoming expiration date.  
This must also be notarized.  
back of yellow
- SHERIFF'S RELEASE:** Fill-out and sign.

The application will be signed by a Judge of the Common Pleas Court and forwarded to the Commission Clerk to the Governor in Columbus. When your commission is returned to the Notary Public Committee, you will be notified by mail to appear at the Clerk of Courts office in the Courthouse in Batavia, to be sworn-in and to record your commission. There is a fee of \$5 (cash) for this service. Your renewal is for the entire state of Ohio for five (5) years.

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

Return your application (all forms) and make check payable to:

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

Please retain these instructions for your records.

To be returned to the Clermont County Bar Association, Batavia, Ohio  
**RENEWAL APPLICATION AND EXAMINATION FOR NOTARY PUBLIC**  
Clermont County, Ohio

DATE MY COMMISSION EXPIRES \_\_\_\_\_

Name (print in full) \_\_\_\_\_ Phone No. \_\_\_\_\_  
FIRST MIDDLE LAST

Residence \_\_\_\_\_  
STREET CITY OR TOWN ZIP CODE COUNTY

How long have you resided at this address? \_\_\_\_\_ If less than a year where else have you resided? \_\_\_\_\_

Age \_\_\_\_\_ When and where born \_\_\_\_\_  
DATE CITY OR TOWN COUNTY STATE

Occupation or business \_\_\_\_\_ Where employed \_\_\_\_\_ Phone \_\_\_\_\_

Are you a citizen? \_\_\_\_\_ Are you presently registered as a voter? \_\_\_\_\_ When did you last vote? \_\_\_\_\_

If naturalized, when and where? \_\_\_\_\_

Has your application for office of Notary Public ever been rejected? \_\_\_\_\_ Have you ever been removed from the office of Notary Public? \_\_\_\_\_ Are you now a Notary? \_\_\_\_\_ If so, for what county? \_\_\_\_\_

For how many years have you been a Notary? \_\_\_\_\_

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

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

Explain fully for what purpose are you now using your Notarial Commission? \_\_\_\_\_

Have you, or anyone under your direction, at any time prepared, drawn or drafted, or have you assisted anyone to prepare, draw or draft any one of the following for others:

Please read every question carefully before answering

1. Deeds \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

2. Real Estate Mortgages or Chattel Mortgages \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

3. Promissory Notes \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

4. Wills or Trusts \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

5. Contracts or Agreements \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

6. Options or Leases \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

7. Escrow Letters or Instructions \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

8. Releases \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

9. Acknowledgments to deeds, leases, mortgages, powers of attorney or other instruments of writing \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

10. Affidavits for Mechanic's Liens \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

11. Bulk Sales Affidavits or any other Affidavits \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

12. Notary Subpoenas or Summonses \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

13. Bill of Sale \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

14. Powers of Attorney \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

15. Verification or Certification to an Affidavit or other Instruments of Writing \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

16. Pleadings to be used in any court, for example, motions, applications, notices, landlord complaints, probate court papers; and instruments to be filed before administrative agencies and commissions of any government \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

17. Proofs of claim, Assignments or Statutory Demands \_\_\_\_\_ If so, explain and state for whom, when and for what purpose \_\_\_\_\_

Have you at any time received or made a notarial protest to a negotiable instrument? \_\_\_\_\_ If so, have you recorded the same? \_\_\_\_\_

How much do you usually charge for your services as a Notary? \_\_\_\_\_ Do you ever charge more? \_\_\_\_\_

If so, when and how much do you charge? \_\_\_\_\_

Have you ever certified an affidavit without administering the oath? \_\_\_\_\_

Do you require identification of persons you do not know personally? \_\_\_\_\_ If so, what proof of identification do you require? \_\_\_\_\_

Have you performed any notarial act after the expiration of your term? \_\_\_\_\_

If your application is approved, will you abstain from performing any service which is illegal for you to perform? \_\_\_\_\_

The Commission will be issued in accordance with the signature below.

State of Ohio }  
Clermont County } ss.

The undersigned, who is an applicant for renewal of the office of Notary Public, having been first duly sworn, says that each and every statement contained in the foregoing application is true

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

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

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_



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.

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.

*RC 147.37 requires that a fee of \$12 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 \$12 fee (check or money order only). Please do not staple stickers to the application.*

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

(Necessary only if name was different on previous commission)

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

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

County: \_\_\_\_\_

\* Written Signature (do not print): \_\_\_\_\_

X \_\_\_\_\_

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

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

County: \_\_\_\_\_

**OFFICE USE ONLY**

Commissioned \_\_\_\_\_

For five years  
Commencing \_\_\_\_\_

**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, CLERMONT 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*

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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