

Notary Public Instructions

New Application for Hamilton County



Please retain these instructions for your records. No confirmation will be sent.

Once you return the application, you are automatically scheduled for the exam you note at the top of the application.

► Requirements

- At least eighteen years of age
- Able to verify your identity with a valid Ohio ID or proof of Ohio residency
- Ohio resident
- Pass a written examination pursuant to Rule 22 of the Rules of Practice of the Court of Common Pleas, Hamilton County, Ohio.

► Application

- Please fill out completely
- Please be sure to indicate on the top left corner of Notary Application when you will be taking the Notary Exam. (See below for dates)
- **Have your signature notarized**

Cincinnati Police Record Check

Please note that this will be given to you to complete and sign at the time of your examination.

► Examination

Dates & Times:

Oct. 28 @ 12 p.m.

2017

Nov. 2, 2016 @ 9:30 a.m.

Jan. 4 @ 9:30 a.m.

April 5 @ 9:30 a.m.

Nov. 30, 2016 @ 12 p.m.

Feb. 1 @ 9:30 a.m.

May 3 @ 9:30 a.m.

Dec. 7, 2016 @ 9:30 a.m.

March 1 @ 9:30 a.m.

June 7 @ 9:30 a.m.

Dec. 29, 2016 @ 12 p.m.

Place: Cincinnati Bar Association

225 E. Sixth St., 5th Floor

Cincinnati, OH 45202-3209

- The application must be completed and mailed at least one week BEFORE the exam.
- All questions are taken from your "Notaries Public Manual," which can be accessed at www.cincybar.org. You will not be permitted to refer to this manual during the examination. Bring your own pen or pencil for writing. The exam takes no longer than one hour.

► Fee

\$65 (check or money order made payable to Cincinnati Bar Association or payable by credit card)

Your notary application is for the entire state of Ohio for five years.

Fee due with application.

► Return application

Return your application materials and the Notary Public Order Form, with payment information, to:

Cincinnati Bar Association

Attn: Notary Administrator

225 E. Sixth St., 2nd Floor

Cincinnati, OH 45202-3209

► Completing the application process

Hamilton County Residents

- CBA will notify you by mail when your commission is ready to be picked up at the Hamilton County Clerk of Courts office.
- A \$5 recording fee is due when executing your oath of office.

Other County Residents

- Your certificate will be mailed to you.
- Go to the clerk of courts office in your county to have it recorded.
- A \$5 recording fee is due when executing your oath of office.

You are not a notary public until your commission is recorded by the Clerk of Courts office.

Notary Public Application

(Answer each question in full)



Cincinnati Bar
ASSOCIATION

Examination date _____

App. No. (for office use) _____

Name (print in full) _____
FIRST MIDDLE LAST

Residence _____
STREET CITY ZIPCODE COUNTY

How long have you lived at this address? _____ If less than a year, where else have you resided? _____

Res. Tel. _____ E-Mail Address _____

Occupation _____ Social Security No. _____

With the firm of or employed by _____

Business Address _____ Phone No. _____

Type of Business _____ Fax No. _____

Previously Employed By _____ When _____

Age _____ When and where born _____
DATE CITY COUNTY STATE COUNTRY

Highest Education Attained _____
NAME AND KIND OF INSTITUTION FROM (YEAR) TO (YEAR) CITY DEGREE

How long have you lived in this State: _____ And in County? _____

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

Why do you desire to be a Notary Public? _____

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

Have you ever been convicted or under present indictment, charge or citation for any criminal offense, including DUI/Alcohol/Drugs or the violation of any city ordinance, other than minor traffic offense? _____

If so, give particulars _____

Give name and address of at least two character references

It is unlawful for you to prepare, draw or draft for others any legal papers or documents, including the following: Wills, deeds, notes, mortgages, chattel 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.

State of Ohio }
Hamilton County } ss.

The undersigned, who is an applicant for the office of Notary Public, having been duly sworn, says that he or she is at least eighteen years old, of good moral character, able to verify his or her identity, and that all the 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 Public Order Form



Cincinnati Bar
ASSOCIATION

Section 1

Applications and Name Change

Today I am filing:

- New Application Date of Test _____\$65
- Renewal Application Current Expiration Date _____\$60
- Attorney Application \$60
- Name Change Form Current Expiration Date _____\$35
- Stamp Order Only \$0

Section 1 total (no sales tax on applications) \$ _____

Section 2

Supply Orders

In order to notarize any document, you will need a state seal along with your printed name and expiration date.

 <p>A. Rubber Name Stamp \$15.50 Rubber stamp with your name and commission expiration date</p>	 <p>F. Self-Inking Name and State Seal Stamp \$50.00 Self-inking stamp (includes your name, commission expiration date, and State of Ohio seal)</p>
 <p>B. Self-Inking Name Stamp \$32.50 Self-inking stamp with your name and commission expiration date.</p>	 <p>G. Pre-Ink Name Stamp \$42.50 Pre-inked, slim pocket stamp (includes your name and commission expiration date).</p>
 <p>C. Rubber State Seal Stamp \$17.50 Rubber stamp with the State of Ohio seal.</p>	 <p>H. Pre-Ink Name Stamp & Seal \$49.50 Pre-inked, slim pocket stamp (includes your name, commission expiration date, and State of Ohio seal).</p>
 <p>D. Self-Inking State Seal Stamp \$31.50 Self-inking stamp with the State of Ohio seal.</p>	 <p>I. State Seal Embosser \$29.50 Crimps a raised seal on paper of the State of Ohio.</p>
 <p>E. Rubber Name Stamp & Seal Embosser \$42.50 Hand embosser (crimps a raised seal on the paper) and rubber stamp (includes your name and commission expiration date).</p>	 <p>J. Replacement Ink Pad \$5.50 Replacement Pad for stamps B & F</p> <p>K. Notary Journal \$7.00 8.5 x 11 formatted notebook for record keeping.</p>

ORDER INFORMATION

(Shipping included on all stamp orders)

- A. \$15.50 G. \$42.50
- B. \$32.50 H. \$49.50
- C. \$17.50 I. \$29.50
- D. \$31.50 J. \$5.50
- E. \$42.50 K. \$7.00
- F. \$50.00

Stamp/Seal Subtotal: \$ _____

Add 7.0% Sales Tax*: \$ _____

Section 2 Total: \$ _____

If ordering a stamp, print full name as it appears on your commission certificate or Secretary of State form:

* If tax-exempt, please attach a signed Tax Exempt Certificate, required by law. Also provide your **Tax Exempt ID:**

Please mail stamps/seals to:

Name _____

Company _____

Address _____

City _____ Zip _____

Phone _____

Please include all application materials and mail to:

Cincinnati Bar Association
Attn: Notary Administrator
225 E. Sixth St., 2nd floor
Cincinnati, Ohio 45202-3209.

Questions about what to order? Please call Karen Johnson at (513) 699-1405.

Total Payment (sections 1+2) \$ _____

My check or money order, payable to the Cincinnati Bar Association, is enclosed. Check No. _____

Please charge my credit card \$ _____

Visa MasterCard Discover Am. Express

Card Number _____

Expiration Date _____ Security Code _____

Billing Zip Code _____

Cardholder Signature _____