

Notary Public Instructions

Attorney Application



Please retain these instructions for your records.

Requirements

- All attorneys must be registered with the Supreme Court of Ohio. No notary commission will be issued until such registration takes place.
- If you live in Kentucky, you can only be an Ohio notary IF your primary place of practice is in Ohio. Kentucky residents should give their Ohio business address rather than their Kentucky residence address.

Application Form for the Secretary of State

Please fill in your name, residence address and sign your name the way it is registered with the Ohio Supreme Court on both of the sections of the blue form. **For most attorneys, you will be registered under your full first, middle & last names. Please sign legibly. If you wish to have your commission issued in a different name, you must first change your registration with the Supreme Court.** Our office will obtain the Judge's signature.

The application fee is \$80 and includes Secretary of State's office fee.

Note for Attorneys

For Lifetime Notary Publics, it has been recommended by members of the Real Property Committee of the Ohio State Bar Association that the statement noted below be included in the acknowledgment certificate on instruments executed in Ohio involving land in other states. However, as an Attorney, it may be advantageous to have such statement included on all instruments that you may notarize.

John Doe, Attorney at Law
Notary Public-State of Ohio
My Commission has no expiration date.
Section 147.03

Return Application

Return your order and application forms, with payment information, to:

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

or fax all forms to (513) 381-0528 or kjjohnson@cincybar.org

Completing the application process

Your certificate will be mailed to you by the Secretary of States office.

- Go to the clerk of courts office in your county to have your certificate recorded.
- A \$5 recording fee is due when executing your oath of office.
- Stamps are ordered after the certificate is received.

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

Notary Public Attorney Application

Name (print in full) _____
FIRST MIDDLE LAST

Residence _____
STREET CITY ZIPCODE COUNTY

Res. Tel. _____ E-Mail Address _____

Date of Birth _____ Ohio Registration Number _____

With the firm of or employed by _____

Business Address _____ Phone No. _____ Fax No. _____

Has your application ever been rejected? _____ Are you currently a Notary? _____ If so, for which county _____

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

Application Fee **\$80**

Supplies

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)

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> A. \$15.50 | <input type="checkbox"/> G. \$42.50 |
| <input type="checkbox"/> B. \$32.50 | <input type="checkbox"/> H. \$49.50 |
| <input type="checkbox"/> C. \$17.50 | <input type="checkbox"/> I. \$29.50 |
| <input type="checkbox"/> D. \$31.50 | <input type="checkbox"/> J. \$5.50 |
| <input type="checkbox"/> E. \$42.50 | <input type="checkbox"/> K. \$7.00 |
| <input type="checkbox"/> F. \$50.00 | |

Stamp/Seal Subtotal: \$ _____

Add County Sales Tax*: \$ _____

TAX RATE BASED ON MAILING ADDRESS

- 6.50% Butler, Stark, Wayne
- 6.75% Clermont, Clinton, Lorain
- 7.00% Hamilton, Warren
- 7.25% Adams, Brown, Clark, Highland, Lucas, Ross
- 7.50% Franklin, Montgomery
- 8.00% Cuyahoga

Supplies Total: \$ _____

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

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

<p>Please mail stamps/seals to:</p> <p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City _____ Zip _____</p> <p>Phone _____ County _____</p> <p>Please include all application materials and mail to:</p> <p style="text-align: center;">Cincinnati Bar Association Attn: Notary Administrator 225 E. Sixth St., 2nd floor Cincinnati, Ohio 45202-3209.</p> <p><i>Questions about what to order? Please call Karen Johnson at (513) 699-1405.</i></p>	<p>Total Payment (\$80 + Supplies) \$ _____</p> <p><input type="checkbox"/> My check or money order, payable to the Cincinnati Bar Association, is enclosed. Check No. _____</p> <p><input type="checkbox"/> Please charge my credit card \$ _____</p> <p><input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Am. Express</p> <p>Card Number _____</p> <p>Expiration Date _____ Security Code _____</p> <p>Billing Zip Code _____</p> <p>Cardholder Signature _____</p>
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Notary Commission Clerk
Ohio Secretary of State
Tel. 614-644-4559

SOS 2002 (04/2009)

NOTARY PUBLIC
(Attorney-at-Law Only)
Application for the Appointment of

1. Name: _____

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

Attorney Registration # _____

2. Select One

Resident of Ohio

Residence Address:

Street: _____

City: _____ Zip: _____

County: _____

Contact Number: _____

Non-resident of Ohio

Address of principal place of business or primary practice in Ohio:

Street: _____

City: _____ Zip: _____

County: _____

Contact Number: _____

3. Written Signature (do not print):

X _____

For the Information of Applicants

1. R.C. 147.02 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. An applicant for commission as an attorney notary public should inquire of the local bar association or the clerk of the court of common pleas, as to the application procedure required by the common pleas court of the appropriate county.
2. Complete both portions on this side of the application with your full name and address, including county. If the address is faulty or omitted, the commission cannot reach you.
3. R.C. 147.05 provides that, before entering upon the duties of the office, a notary public shall leave his/her commission with that oath endorsed thereon with the clerk of court of common pleas of the appropriate county. The clerk will record and index the commission.
4. R.C. 147.03 requires that the Judge's Certificate on the reverse of this form be deposited with the Secretary of State. The Notary Commission Clerk will make such deposit.
5. R.C. 147.37 requires that a \$15 fee accompany an application by an attorney admitted to the practice of law in Ohio for appointment as 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 147.01-147.31, inclusive, of the Ohio Revised Code.

OFFICE USE ONLY

Commission
Date _____

Commencing _____

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

The STATE OF OHIO, _____ 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; that he/she is an attorney-at-law admitted to the practice of law in this state; and that he/she possesses sufficient qualifications and ability to discharge the duties of the office of notary public.

Date: _____, 20_____

_____ Judge of the

Court of Appeals of the _____ District

Court of Common Pleas of _____ County