

# 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:**

September 4, 2019

**Time:** 9:30 a.m.

**Place:** Cincinnati Bar Association, 225 E. Sixth St., 5th Floor, Cincinnati, OH 45202-3209

- The application must be completed and received at least one week BEFORE the exam.
- All questions are taken from your "Notaries Public Manual," which can be accessed at [www.cincybar.org](http://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

**\$80** (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 completed application 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

**Or email [kjohnson@cincybar.org](mailto:kjohnson@cincybar.org) or fax to (513) 381-0528**

### ► 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 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 \_\_\_\_\_  
STREET CITY ZIPCODE COUNTY

Type of Business \_\_\_\_\_

Phone No. \_\_\_\_\_ 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 \_\_\_\_\_ \$80
- ☐ Renewal Application Current Expiration Date \_\_\_\_\_ \$75
- ☐ Attorney Application \_\_\_\_\_ \$80
- ☐ 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><b>A. Rubber Name Stamp \$15.50</b> Rubber stamp with your name and commission expiration date</p>	 <p><b>F. Self-Inking Name and State Seal Stamp \$50.00</b> Self-inking stamp (includes your name, commission expiration date, and State of Ohio seal)</p>
 <p><b>B. Self-Inking Name Stamp \$32.50</b> Self-inking stamp with your name and commission expiration date.</p>	 <p><b>G. Pre-Ink Name Stamp \$42.50</b> Pre-inked, slim pocket stamp (includes your name and commission expiration date).</p>
 <p><b>C. Rubber State Seal Stamp \$17.50</b> Rubber stamp with the State of Ohio seal.</p>	 <p><b>H. Pre-Ink Name Stamp &amp; Seal \$49.50</b> Pre-inked, slim pocket stamp (includes your name, commission expiration date, and State of Ohio seal).</p>
 <p><b>D. Self-Inking State Seal Stamp \$31.50</b> Self-inking stamp with the State of Ohio seal.</p>	 <p><b>I. State Seal Embosser \$29.50</b> Crimps a raised seal on paper of the State of Ohio.</p>
 <p><b>E. Rubber Name Stamp &amp; Seal Embosser \$42.50</b> Hand embosser (crimps a raised seal on the paper) and rubber stamp (includes your name and commission expiration date).</p>	 <p><b>J. Replacement Ink Pad \$5.50</b> Replacement Pad for stamps B &amp; F</p>
	 <p><b>K. Notary Journal \$7.00</b> 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

**Section 2 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:**

### Please mail stamps/seals to:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ County \_\_\_\_\_

### 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 \_\_\_\_\_