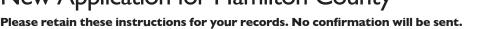
Notary Public Instructions

New Application for Hamilton County



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

► Requirements ► Application

- · 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.
- 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. 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

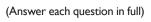
► Completing the application process

Or email kjjohnson@cincybar.org or fax to (513) 381-0528

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.

Notary Public Application





Name (print in full) FIRST MIDDLE Residence STREET CITY	ZIPCODE	LAST
ResidenceSTREET CITY		
STREET CITY		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 AddressSTREET CITY	ZIPCODE	COUNTY
Type of Business		
Phone No Fax No		
Previously Employed By When		
Age When and where born		
	NTY S	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 DL other than minor traffic offense?	JI/Alcohol/Drugs or	the violation of any city ordinance,
Give name and address of at least two character references	3	
It is unlawful for you to prepare, draw or draft for others any legal papers or documents, including the following gages, contracts, options, leases, escrow instructions, releases, mechanic's liens, affidavits, bulk sales affidavits, band 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	bills of sale, opinion	s on title to real estate, petitions
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 a to verify his or her identity, and that all the statements contained in the foregoing Application are true.	ıt least eighteen yea	rs old, of good moral character, abl
(Signature of Applicant)		
Subscribed and sworn to before me by the applicant herein, thisday of		20
		Notary Publ

Notary Public Order Form



Sect	tion I				Applicat	tions and Name Change		
Toda	ay I am fi	ling:						
□ Attorney Application		\$80 stion Date\$75 \$80 \$80 \$80 \$80 \$80 \$80 \$80 \$80 \$80 \$80						
	tion 2					Supply Orders		
In order to notarize any document, you will DAVID T. MECHTRE Name Stamp		need a state seal a	F. Self-Inking Name and State Seal Stamp \$50.00 Self-inking stamp (includes your name, commission expiration date, and State of Ohio seal)	ORDER INFORMATION (Shipping included on all stamp order A. \$15.50 B. \$32.50 H. \$49.50				
trodet	DAVID T. MENTIRE Notary Public State of Dish My Commission Septimes 5-64-2015	B. Self-Inking N \$32.50 Self-inking stamp w and commission ex	vith your name	PAMELAD PALMER Notes Pales, Start Ofton Ny Commission Equat 12-209	G. Pre-Ink Name Stamp \$42.50 Pre-inked, slim pocket stamp (includes your name and commission expiration date).	C. \$17.50		
The state of the s	AND STATE OF THE PARTY OF THE P	C. Rubber State \$17.50 Rubber stamp with State of Ohio seal.	the	SEAR STRINGS MISLA PLASE Support State Co. In Communication 10-279	H. Pre-Ink Name Stamp & Seal \$49.50 Pre-inked, slim pocket stamp (includes your name, commission expiration date, and State of Ohio seal).			
	RIAL OF THE PARTY	D. Self-Inking S Stamp \$31.50 Self-inking stamp w State of Ohio seal.	vith the	o Ideal	I. State Seal Embosser \$29.50 Crimps a raised seal on paper of the State of Ohio.	7.00% Hamilton, Warren 7.25% Adams, Brown, Clark, Highland, Lucas, Ross 7.50% Franklin, Montgomery 8.00% Cuyahoga Section 2 Total: \$		
Section of the sectio	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).	Andre Carre	J. Replacement Ink Pad \$5.50 Replacement Pad for stamps B & F	* If tax-exempt, please attach a signed Tax Exempt Certificate, required by law. Also provide				
		e and commis-	Attery politic Feneral	K. Notary Journal \$7.00 8.5 x I I formatted notebook for record keeping.	your Tax Exempt ID:			
f orde	ering a sta	amp, print ful	l name as it a	appears on your	commission certificate or S	Secretary of State form:		

	stamps/seals to:	Total Payment (sections I+2) \$	
Company		☐ My check or money order, payable to the Cincinnati Bar Association, is enclosed. Check No	
	Zip	☐ Please charge my credit card \$	
Phone	County	□Visa □MasterCard □Discover □Am. Express	
Please include all application materials and mail to: Cincinnati Bar Association		Card Number	
	Attn: Notary Administrator 225 E. Sixth St., 2nd floor	Expiration DateSecurity Code	
	Cincinnati, Ohio 45202-3209.	Billing Zip Code	
Questions about	t what to order? Please call Karen Johnson at (513) 699-1405.	Cardholder Signature	