



Notary Commission Clerk
Ohio Secretary of State
Tel. 614-644-4559

SOS 2001 (03/2009)

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.

5. R.C. 147.377 requires each person receiving a commission as notary public, including new, renewal and attorney commissions, to pay a fee of fifteen dollars (\$15.00) to the Secretary of State. 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 \$15 fee (check or money order only; please do not staple checks to the application) to:

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

In-person delivery: Secretary of State
Client Service Center
180 East Broad Street
Suite 103
Columbus, Ohio 43215

Name: _____

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

Residence Address (Required):

Street: _____ Zip: _____
City: _____
County: _____ Contact #: _____

Mailing Address (if different):

Street: _____ Zip: _____
City: _____
County: _____ Contact #: _____

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, _____ 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 _____ 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 _____ 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, _____ 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

Print Legal Place of Residence

NOTE

(This blank must be filled in in the handwriting of applicant. "Name of Applicant in Full", and "Actual Legal Place of Residence", must be printed.)

County of Residence...
City or Village of...
Street and Number...
Residence Telephone

No.

APPLICATION FOR THE OFFICE OF NOTARY PUBLIC
(Note--Answer each question in full)

Name: Print in Full (first) (middle) (last)
Occupation Any other occupation
With the firm of or employed by
Business Business Address (Street) (City or Village) Tel.
Age When and where born (date) (city or village) (county) (state) (country)
Education (name and kind of institution) from (year) to (year) (city) (degree)
Are you a citizen? When did you last vote? Where did you live? (home address)
How long have you lived in this state? And in Ottawa County?
If naturalized, when and where (date) (name of court) (city) (state)
Why do you desire to be a Notary Public?

Has your application for appointment as Notary Public ever been rejected?
Have you ever been removed from the office of Notary Public? Give particulars.
Are you now a Notary? If so, for what county? Date of expiration
Was previous commission issued (or last vote) in a different name? If so, what name?
HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE?
Explain fully what, when and where:
HAVE YOU EVER BEEN CONVICTED OF ANY TRAFFIC VIOLATIONS?
Explain fully what, when and where:

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.

A Notary Public who charges or receives for an act or service done or rendered by him a fee or reward greater than the amount prescribed by law, or who dishonestly discharges any of his duties as Notary Public, shall be removed from his office by the Court of Common Pleas of the county in which he resides, upon complaint filed and substantiated in such court, and the court shall thereupon certify such removal to the Governor, and that the person so removed shall be ineligible for reappointment to the office of Notary Public. (Ohio Revised Code, Sec. 147.13.)

No Notary Public shall certify to the affidavit of a person without administering the oath or affirmation to such person. A Notary Public who violates this section shall be removed from office by the court of common pleas of the county in which the conviction was had. The court shall thereupon certify such removal to the governor. The person so removed shall be ineligible for reappointment for a period of three years. (Ohio Revised Code, Sec. 147.14.)

A person appointed a Notary Public, who performs any act as such after the expiration of his term of office, knowing that his term has expired, shall be fined not more than five hundred dollars (\$500.00), shall forfeit not more than five hundred dollars (\$500.00), to be recovered by an action in the name of the State, and that such act shall render such person ineligible for reappointment. (Ohio Revised Code, Sec. 147.11.)

Have you read and do you understand the foregoing provisions of law?

Give names and address of at least two (2) character references

State of Ohio }
Ottawa County } ss.

The undersigned, who is an applicant for the office of Notary Public, having been duly sworn, says that he is a citizen of the United States, a legal resident of the State of Ohio, and the County of... and over the age of eighteen years, and that all the statements contained in the foregoing Application are in his (or her) own handwriting and are true.

(Signature of Applicant)

Subscribed and sworn to before me by the applicant herein, this... day of... 19...

Notary Public

DATE

APPROVED

DISAPPROVED

BRUCE WINTERS, JUDGE