

Judges' Notary Committee

c/o Clermont County Law Library
Clermont County Court House
270 East Main Street • Room A201
Batavia, OH 45103

Clermont County Instructions for New Notary Application

Requirements

- Must be at least 18 years of age
- A resident of the state of Ohio
- No convictions of a criminal nature (***this will be verified***)
A partial refund (\$25) will be returned if application is refused.

Application

- Please fill out completely
- Have your signature notarized
- *Print* information as indicated on application and Secretary of State form (*our office will obtain a judge's signature for you*).
- Write your signature as you wish it to appear on your Notary Public Commission
- Complete the Background Check Authorization

Examination

- You will be notified of the date & time of the next test
- Please respond if you plan to attend or **not** (you may defer testing *one time only*)
- All questions are from "A Guidebook for Notaries Public" which you will receive once your application is processed.
- You are not permitted to refer to this manual during the examination; answers must be written out

Fee

- \$50.00 cash or check, made payable to:
Judges' Notary Committee (due with application).
- \$50.00 Re-examination fee

After you receive your Notary Public Commission from the Secretary of State's office, you will be required to appear in person at the office of the Clermont Clerk of Courts to be sworn-in & have your commission recorded. There is a \$5 (cash) recording fee due at that time.

Return ALL FORMS To:

Judges' Notary Committee
c/o Law Library, Room A201
270 East Main St.
Batavia, Ohio 45103

Your notary commission is good for the entire state of Ohio for 5 years
You may NOT notarize until you are sworn in and your commission is recorded.

CLERMONT COUNTY NOTARY PUBLIC APPLICATION

(answer each question in full)

Name _____

Residence _____
Street City Zip Code County

How long have you been at this address? _____ If less than a year, previous address: _____

I would prefer to be reached by (circle) Phone or Email _____

Occupation _____ Employed by _____

Business Address _____ Phone No. _____

Age _____ When / Where born? _____
Date City State Country

Education _____ to _____
Name of Institution From (Year) To (Year) City Degree

Why do you desire to be a Notary Public? _____

Has your application for appointment as Notary Public ever been rejected or have you ever been removed from the office of Notary Public?

Yes _____ No _____ If Yes, 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 ordinance, other than minor traffic offense? Yes _____ No _____ If Yes, give particulars: _____

Give name and address or phone number, of at least two character references:

Name Address City State Zip

1) _____

2) _____

It is unlawful for you to prepare, draw or draft for others any legal papers or document, including the following: wills, deeds, 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 {
Clermont County ss

The undersigned, who is an applicant for the office of Notary Public, having been duly sworn, says that he/she is at least 18 years old, of good moral character, able to verify his or her identity, and that all statements contained in this document are true and accurate.

Signature of Applicant _____

Subscribed and sworn to before me by the applicant herein,

this _____ day of _____, 20_____

Notary Public _____



JON HUSTED
Ohio Secretary of State

Notary Commission

(614) 644-4559 | (614) 466-2566

www.OhioSecretaryofState.gov | Notary@OhioSecretaryofState.gov

Submit application via U.S. Mail:
Judges' Committee on Notaries Public
c/o Clermont County Law Library
270 East Main St.
Batavia, Ohio 45103

Application for Notary Public (Non-Attorney)

Name

Name as it appears on previous commission (if applicable)

Residence Address (Required):

Street City

State ZIP Code County

Mailing Address (if different):

Business Name (if applicable):

Street City

State ZIP Code County

Expiration of present (or former) Commission:

Date Year County

Signature X _____

This application must be accompanied by a certificate described in Ohio Revised Code Section 147.02, 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.

Reminder: Ohio Revised Code section 147.05 provides that, before entering upon the duties of the office, a notary public shall present his/her commission to be recorded (with the oath endorsed therein) with the clerk of court of common pleas of the county in which the notary resides.

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, CLERMONT 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 CLERMONT County, State of Ohio; and that he/she possesses sufficient qualifications and ability to properly discharge the duties of the office of notary public.

Check which one applies:

- 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

_____ Judge of the

- Court of Appeals of the _____ District
- Court of Common Pleas of CLERMONT County

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Background Check Authorization

I, _____

Please Print: (First) (Middle) (Last)

hereby authorize **The Clermont County Judges' Notary Committee** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated **for the purpose of obtaining a notary license**. I understand that the scope of said report may include, but is not limited to the following areas: verification of social security number; current and previous residences; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

(Gender)

(Race)

(Date of Birth)

(Social Security Number)

The information contained in this application is correct to the best of my knowledge:

Signature: _____ Date: _____