

INSTRUCTIONS - NOTARY PUBLIC APPLICANTS

WARNING: You must be a duly qualified elector before applying to take the notary exam. You must check with the Board of Elections, 205 Putnam Street, Marietta, Ohio.

APPLICANTS WHO HAVE NOT TAKEN THE WRITTEN EXAMINATION GIVEN BY THE "JUDGES COMMITTEE ON NOTARIES PUBLIC" READ AND FOLLOW THE NEXT THREE ITEMS.

1. All persons who desire to obtain a Notary Public Commission in Washington County, Ohio, except lawyers, must take and pass a written exam pursuant to Rule 33 of the Rules of Practice of the Court of Common Pleas, Washington County, Ohio.
2. Please contact the Clerk of Courts of Washington County to pick up your application and also a Notary Public Manual.

The "Application - Questionnaire" must be completed and turned in to the Judge's Committee. The application **MUST** be notarized before it is complete.** The Committee Office is c/o Anita L. Newhart, 227 Third Street, Marietta, Ohio.

The application must be accompanied by a registration fee of \$8.00 (checks to be made payable to Washington County Bar Association).

3. All questions on the exam are taken from the Notary Manual. Do not bring your manual on the date you take the exam.
4. Within a reasonable amount of time, you will be notified as to the results and given the necessary instructions as to the procedure to follow in registering your commission.

APPLICANTS WHO ARE RENEWING APPLICATIONS:

1. You will follow the same procedure as outlined above with the following modifications.
 - (1) You are required to pay a registration fee of \$3.00
 - (2) You will not receive a Notary Public Manual.
 - (3) If your application for renewal is made before your commission expires or within six months after it expires, as written examination is required.
 - (4) Notary applications will **NOT** be renewed any earlier than thirty (30) days before expiration.
2. Even though you may not need to take the examination, you must bring, in person, the completed application-questionnaire form to the Judge's Committee, which is c/o Anita L. Newhart, 227 Third Street, Marietta, Ohio. The application **MUST** be notarized before it is complete.
3. If your application is approved, you will receive the "Notary Public" form within a reasonable amount of time after the review. Upon receipt, take this form, along with check or money order in sum of \$5.00 (made payable to Commission Clerk for the Governor) to the Clerk of Courts of Washington County and they will forward it to the State of Ohio.
4. When you receive your commission form from the Governor of State of Ohio, it must then be taken back to the Clerk of Courts of Washington County for recording. The cost for recording is \$5.00.

Any further questions, please contact the Judge's Committee at 373-7674.

It has been held by courts to be unlawful for a Notary Public, as such, to prepare, draw or draft for others legal papers and documents such as wills, deeds, notes, mortgages, chattel mortgages, contracts, options, receipts, leases, escrow instructions, releases, mechanic liens, affidavits, bills of sale, opinions of title to real estate, petitions, pleadings, etc., or to give legal advice concerning same. If you are now or have been at some time in the past a Notary Public, have you, during the term of such commission, performed any of the acts referred to? _____

If you become a Notary Public are you willing to conform to such rulings and practice?

APPLICANT _____
(signed)

STATE OF OHIO, WASHINGTON 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 Washington, and over the age of 18 years, and that all the statements contained in the foregoing application are true.

APPLICANT _____
(signed)

Sworn to before me and subscribed in my presence this _____ day of _____, 20 _____

Notary Public

A. Applicant is, is not, a qualified registered elector as of _____, 20 _____

BOARD OF ELECTIONS

BY: _____

DO NOT FILL IN BELOW THIS LINE

Filed with the Judges' committee

Date _____

RECOMMENDATION

Based on personal interview and written examination I/We do _____, do not _____ recommend the above named applicant for appointment to the office of Notary Public.

Examination Committee

By: _____

Date _____

APPLICATION FOR NOTARY PUBLIC COMMISSION

Applicant Not Having Been Licensed To Practice Law In Ohio

(To be brought with you, completely filled out, to the examination)

1. Name _____ Residence Address _____

2. How long have you lived in Washington County, Ohio? _____

3. Born at _____ Date of Birth _____

4. Occupation, business or employment _____
(a) Business address _____

5. By whom employed? _____

6. Are you now a Notary Public in Ohio? _____ If so, when does your commission expire? _____

7. Have you taken a written examination by the Washington County Judges' Committee on Notaries Public? _____

8. Have you ever been a Notary Public? _____
(a) What County or Counties? _____
(b) When? _____
(c) How many years have you served as a Notary Public? _____

9. Education, (give school) (a) Elementary _____
(2) High School _____
(3) College _____
(4) Degree _____

10. Are you a citizen? _____

11. Native born or naturalized citizen? _____

12. If naturalized, when? _____ Name of Court granting citizenship _____

13. Are you registered to vote in Washington County, Ohio? _____

14. Have you ever had a Notary Commission revoked? _____
(a) If so, when and where? _____

15. Have you ever been convicted of any criminal offense other than traffic misdemeanors? _____

16. NOTE - The following certificate should be signed by two well-known residents of Washington County, Ohio, preferable residing in the same community in which the applicant resides.

We, the undersigned, are well acquainted with the above named applicant and certify that he/she is of good moral character.

Signature 1. _____ Address _____

Signature 2. _____ Address _____

