

## ATTORNEY APPLICATION FOR NOTARY PUBLIC IN FRANKLIN COUNTY

Attorneys who either live or practice in Franklin County may apply for their notary commissions through the Columbus Bar Association.

**The fee to become a notary is \$70.00 (effective 1/08)**

There are two forms to complete:

1. Our internal form which will need to be signed in the presence of a notary public.
2. A form for the Secretary of State for your commission. Be sure to complete both sides. The place for your signature is found at the bottom. **RETURN TO CBA**

**The Secretary of State fee is included in the \$70.00.**

Also enclosed in the packet is an order form for the newly-updated notary handbook which summarizes notary law and also provides useful sample forms for completing documents to be notarized – a great help as a notary! The cost is \$6.00 plus tax.

In addition, a stamp and seal order form is enclosed with your packet. Since your commission will have no expiration date, you may order your stamp and seal at the same time that you apply for your commission. You may make one check payable to the Columbus Bar Association for the application fee, notary handbook, and stamp and seal if you wish.

You will receive your commission certificate from the Secretary of State a few weeks after you have sent your application to Columbus Bar Association. That certificate will need to be recorded with the Franklin County Clerk of Courts before you may use it. **The commission is not valid until recorded.**

Locations for the Clerk of Courts to file your commission:

Franklin County Clerk of Courts  
369 S. High St. 3<sup>rd</sup> Fl  
Columbus, Ohio 43215  
462-3090

Auto Title North  
The Patio Shops  
1484 Morse Rd.  
462-3090

Title Branch East  
Wyandotte Center  
5111 E. Main St.  
462-3090

Title South  
Great Southern Shopping Center  
45 Great Southern Blvd  
Columbus, Ohio 43207  
462-3090

Shipley Service Center  
1970 West Broad St.  
Columbus, Ohio 43232  
462-3090

**RETURN ALL SIGNED PAGES WITH FEES TO:**

**COLUMBUS BAR ASSOCIATION  
175 S. THIRD ST. STE. 1100  
COLUMBUS, OHIO 43215**

ATTORNEY APPLICATION FOR NOTARY PUBLIC – OHIO RESIDENTS ONLY-\$70.00 fee (1/08)

1. Name of Applicant \_\_\_\_\_ (As listed on driver's license)  
 \*EMAIL ADDRESS \_\_\_\_\_ Home Phone # \_\_\_\_\_
2. Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Employer \_\_\_\_\_ Business Phone # \_\_\_\_\_
5. Employer Address \_\_\_\_\_
6. Ohio Bar Registration Number \_\_\_\_\_
7. Have you ever been a notary in Ohio? \_\_\_\_\_ Expiration date of former commission \_\_\_\_\_
8. Have you ever had a commission revoked? \_\_\_\_\_ Have you had an application rejected in the past five years? \_\_\_\_\_  
 (If you answered yes to either question above, please attach a statement of explanation.)
9. Have you ever been convicted of or plead guilty to a crime resulting in a fine of \$100 or more, or imprisonment? \_\_\_\_\_  
 (If yes, please attach a statement of explanation. Failure to include past criminal convictions may result in the denial of your application.)
10. Have you ever been removed from office for reasons of moral turpitude, or had a business or professional license revoked? \_\_\_\_\_  
 (If yes, please attach a statement of explanation.)
11. (A) Have you ever sought but been refused a bond? \_\_\_\_\_ (If yes, please attach a statement of explanation.)  
 (B) Have you ever had a claim made against the bond? \_\_\_\_\_ (If yes, please attach a statement of explanation.)
12. As a consideration for the certificate of my qualifications to be Notary Public, I hereby represent and agree that as a Notary Public,  
 (A) I will perform only such acts as a Notary Public is authorized to do by law.  
 (B) I will not charge or accept an amount exceeding the legal fees for such services.  
 (C) I will not draw, prepare, or draft for other persons, any legal papers such as deeds, notes, wills, mortgages, chattel mortgages, contracts, partnership agreements, and articles of incorporation, options, and leases, contracts for purchase or sale of real estate, escrow instruments, releases, mechanics liens, affidavits, bulk sales affidavits, or bills of sale.  
 (D) I will not certify an affidavit of a person without administering the oath (or affirmation) to such person and then having him/her sign in my presence.  
 (E) I will not certify the acknowledgment of any document in the absence of the person so acknowledging his/her signature.  
 (F) I will not perform any notarial act after the date of expiration of my commission.  
 (G) I will not notarize a document in which I have a financial or business interest.  
 (H) I will not perform any notarial act without first obtaining satisfactory evidence of identification.

In Witness Whereof, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

X \_\_\_\_\_  
(signature of applicant)

State of Ohio, Franklin County, ss:

\_\_\_\_\_, being first duly sworn says that the responses stated in the above application are true. (printed name of applicant)

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

\_\_\_\_\_  
(signature of Notary Public)

\_\_\_\_\_  
(printed name of Notary Public)

Notary Public - State of Ohio

My commission expires \_\_\_\_\_

VISA/MASTERCARD# \_\_\_\_\_ EXP. DATE \_\_\_\_\_

NAME ON CREDIT CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_

CBA Processing Date: \_\_\_\_\_ Amount Paid \_\_\_\_\_ New



Notary Commission Clerk  
Ohio Secretary of State  
Tel: 614-644-4559  
www.sos.state.oh.us

SOS Form 2007 (rev. 01-07)

**NOTARY PUBLIC**  
(Attorney-at-Law Only)  
Application for the Appointment of

1. Name: \_\_\_\_\_

2. Select ONE  
 Resident of Ohio  
Residence Address: \_\_\_\_\_

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

County: \_\_\_\_\_

Non-resident of Ohio  
Address of principal place of business or primary  
Practice in Ohio: \_\_\_\_\_

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

County: \_\_\_\_\_

3. Written Signature (do not print):

X

**OFFICE USE ONLY**

Commission Date \_\_\_\_\_

Commencing \_\_\_\_\_



Notary Commission Clerk  
Ohio Secretary of State  
Tel: 614-644-4559  
www.sos.state.oh.us

SOS Form 2007 (rev. 01-07)

**NOTARY PUBLIC**  
(Attorney-at-Law Only)  
Application for the Appointment of

1. Name: \_\_\_\_\_

2. Select ONE  
 Resident of Ohio  
Residence Address: \_\_\_\_\_

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

County: \_\_\_\_\_

Non-resident of Ohio  
Address of principal place of business or primary  
Practice in Ohio: \_\_\_\_\_

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

County: \_\_\_\_\_

3. Written Signature (do not print):

X

**OFFICE USE ONLY**

Commission Date \_\_\_\_\_

Commencing \_\_\_\_\_

**For the Information of Applicants**

1. R.C. 147.02 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. An applicant for commission as an attorney notary public should inquire of the local bar association or the clerk of the court of common pleas, as to the application procedure required by the common pleas court of the appropriate county.
2. Complete both portions on this side of the application with your full name and address, including county. If the address is faulty or omitted, the commission cannot reach you.
3. 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.
4. R.C. 147.03 requires that the Judge's Certificate on the reverse of this form be deposited with the Secretary of State. The Notary Commission Clerk will make such deposit.

Powers and duties of a notary public are set forth in sections 147.01-147.371, inclusive, of the Ohio Revised Code.

Please return this completed application with the \$70 application fee to:

NOTARY DEPARTMENT  
Columbus Bar Association  
175 S. 3<sup>rd</sup> St., Suite 1100  
Columbus, OH 43215

Complete both portions and sign.

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This certificate must be made by a justice of the Ohio Supreme Court, or judge of an Ohio court of appeals or a court of common pleas. (Currently, justices of the supreme court decline to sign such certificates.)

The STATE OF OHIO, FRANKLIN 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; that he/she is an  
attorney-at-law admitted to the practice of law in this state; and that he/she possesses  
sufficient qualifications and ability to discharge the duties of the office of notary public.

Date: \_\_\_\_\_, 20\_\_\_\_\_

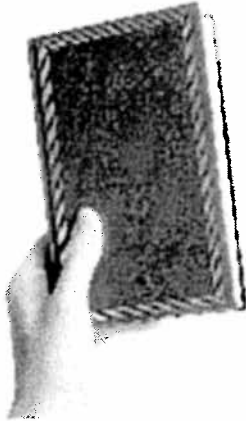
\_\_\_\_\_ Judge of the

Court of Appeals of the \_\_\_\_\_ District

Court of Common Pleas of FRANKLIN COUNTY OHIO  
COMMON PLEAS COURT County

**APPROVED**  
NOTARIES PUBLIC COMMITTEE OF THE  
FRANKLIN COUNTY COMMON PLEAS COURT

# Revised Notary Handbook



## The must-have Notary Handbook features:

- Ohio Revised Code amended notary law §147.01 and 147.37
- State of Ohio auto title forms
- Allowable fees charged by a notary public
- Notarial journal conveniently located in back of the Handbook

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### Payment Information

# Handbooks \_\_\_\_\_ X \$9.95 \$ \_\_\_\_\_  
Tax: 6.75% \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Method of payment:  Check (payable to CBA)  Visa  MasterCard

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_ Authorized Signature \_\_\_\_\_

### Shipping Information

**FREE SHIPPING!**

Name \_\_\_\_\_

Company Name *(must include if shipped to a business address)* \_\_\_\_\_

Street Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Email address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

*Price effective 10-2009*

Return this form with payment to Columbus Bar Association,  
175 S. Third Street, Ste.1100, Columbus, OH 43215.

**CIBA**  
COLUMBUS BAR ASSOCIATION

# NOTARY STAMPS AND SUPPLIES ORDER FORM

## >> Information to Appear on Stamp

Name (as it appears on your commission) \_\_\_\_\_

NEW expiration date (as it appears on your commission)\* \_\_\_\_\_

\* It is recommended that you mail your order form AFTER you have received your commission certificate from the state and verified the commencement date. The Columbus Bar Association and its stamp supplier are not responsible for incorrect or incomplete expiration dates written on the order form. If you are unsure of your expiration date, visit [www.sos.oh.us.gov](http://www.sos.oh.us.gov) or contact the Notary Department at 614/340.2031.

## >> Packages

- |   |   |
|---|---|
| <input type="checkbox"/> DELUXE Package - Everything You Need! <b>\$79.95</b>                   | <input type="checkbox"/> Package I - Set of 3 Self-Inking Stamps and Ink <b>\$49.95</b>   |
| <input type="checkbox"/> Package A - Embosser, Rubber Stamp and Ink Pad <b>\$34.95</b>          | <input type="checkbox"/> Package J - Felt Stamp Pad <b>\$5.95</b>   |
| <input type="checkbox"/> Package B - Self-Inking Stamp with Seal and Ink <b>\$34.95</b>         | <input type="checkbox"/> Package K - Replacement Pad <b>\$4.95</b>  |
| <input type="checkbox"/> Package VIP B - Pre-Inked Stamp with Seal and Ink <b>\$47.95</b>       | <input type="checkbox"/> Package L - Re-Inking Ink <b>\$4.95</b>  |
| <input type="checkbox"/> Package C - Notary Handbook and Journal <b>\$9.95</b>                  | <input type="checkbox"/> Package M - Re-Inking Ink <b>\$5.95</b>  |
| <input type="checkbox"/> Package D - Rubber Stamp (No Seal) and Ink Pad <b>\$19.95</b>          | <input type="checkbox"/> Package Q - Black & White Plate w/Acrylic Holder <b>\$12.95</b>  |
| <input type="checkbox"/> Package E - Notary Embosser <b>\$21.95</b>                             | <input type="checkbox"/> Package R - Black & White Name Plate w/Silver Holder <b>\$21.95</b>  |
| <input type="checkbox"/> Package F - Affidavit/Jurat Self-Inking Stamp and Ink <b>\$24.95</b>   | <input type="checkbox"/> Package S - Gold & Black Name Plate w/Walnut Holder <b>\$27.95</b>   |
| <input type="checkbox"/> Package G - Acknowledgement Self-Inking Stamp and Ink <b>\$24.95</b>   | <input type="checkbox"/> Package T - Plate Only ( <input type="checkbox"/> black/white <input type="checkbox"/> gold/black) <b>\$9.95</b> |
| <input type="checkbox"/> Package H - "Not an Attorney" Self-Inking Stamp and Ink <b>\$24.95</b> |   |

Cost of Packages Ordered \$ \_\_\_\_\_

Sales Tax (6.75%) \$ \_\_\_\_\_

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

>> Choose Ink Color: (if applicable)

- Black Ink  
 Blue Ink

## >> Payment Information

Method of payment:  Check (payable to CBA)  Cash  Visa  MasterCard  American Express

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Name on Card

\_\_\_\_\_  
Authorized Signature

## >> Shipping Information (shipping is free!)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name (must include if shipped to a business address)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Daytime Phone #

### Please return this form to:











Columbus Bar Association, 175 S. Third St., Suite 1100, Columbus, OH 43215  
or fax to 614/750.3102







# NOTARY STAMPS AND SUPPLIES ORDER FORM

(complete and return the reverse side of this order form, or order your stamps and supplies online at [www.peoplesbar.org](http://www.peoplesbar.org))

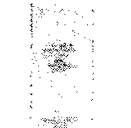





## Stamps and Embossers

 <p><b>C \$79.95 DELUXE PACKAGE - EVERYTHING YOU NEED!</b> The <b>Deluxe Package</b> includes a hand embosser (crimps a raised seal on the paper), a self-inking stamp (includes your name, commission expiration date, and seal), replacement ink for stamp, 3 notarial language stamps (Affidavit/Jurat, Acknowledgement, Non-Attorney), and the Handbook. <i>All items purchased separately would cost \$146.65 (savings of \$66.70).</i></p>	 <p><b>E \$21.95 NOTARY EMOSSER</b> <b>Package E</b> includes a notary embosser which crimps a raised seal on paper of the State of Ohio.</p>
 <p><b>A \$34.95 EMOSSER, RUBBER STAMP AND INK PAD</b> <b>Package A</b> includes a hand embosser (crimps a raised seal on the paper), rubber stamp (includes your name and commission expiration date), and stamp pad.</p>	 <p><b>F \$24.95 AFFADAVIT/JURAT SELF-INKING STAMP AND INK</b> <b>Package F</b> includes an "Affadavit/Jurat" self-inking stamp and a bottle of re-inking ink.</p>
 <p><b>B \$34.95 SELF-INKING STAMP WITH SEAL AND INK</b> <b>Package B</b> includes a self-inking stamp (includes your name, commission expiration date, and seal) and replacement ink for stamp. Clean, compact, easy to use.</p>	 <p><b>G \$24.95 ACKNOWLEDGEMENT SELF-INKING STAMP AND INK</b> <b>Package G</b> includes an "Acknowledgment" self-inking stamp and a bottle of re-inking ink.</p>
 <p><b>VIP B \$47.95 PRE-INKED STAMP WITH SEAL AND INK</b> <b>Package VIP B</b> includes a pre-inked, slim pocket stamp (includes your name, commission expiration date, and seal) and a bottle of re-inking ink.</p>	 <p><b>H \$24.95 "NOT AN ATTORNEY" SELF-INKING STAMP AND INK</b> <b>Package H</b> includes a a "Not an Attorney" self-inking stamp and a bottle of re-inking ink.</p>
 <p><b>D \$19.95 RUBBER STAMP (NO SEAL) AND INK PAD</b> <b>Package D</b> includes a rubber stamp with your name and commission expiration date, and stamp pad.</p>	 <p><b>I \$49.95 SET OF 3 SELF-INKING STAMPS AND INK</b> <b>Package I</b> includes the Affidavit/Jurat, Acknowledgment, and "Not an Attorney" stamps and a bottle of re-inking ink.</p>

## Stamp Pads and Replacement Ink

 <p><b>J \$5.95 FELT STAMP PAD</b> <b>Package J</b> includes a high-quality felt stamp pad. <i>(available in black or blue ink)</i></p>	 <p><b>L \$4.95 RE-INKING INK FOR SELF-INKING STAMPS</b> <b>Package L</b> includes a a bottle of re-inking ink. <i>(available in black or blue ink)</i></p>
 <p><b>K \$4.95 REPLACEMENT PAD</b> <b>Package K</b> includes a replacement pad for Package B. <i>(available in black or blue ink)</i></p>	 <p><b>M \$5.95 RE-INKING INK FOR PRE-INKED STAMPS</b> <b>Package M</b> includes a bottle of re-inking ink for Package VIP B. <i>(available in black or blue ink)</i></p>

## Other Notary Supplies

 <p><b>C \$9.95 NOTARY HANDBOOK AND JOURNAL</b> <b>Package C</b> includes a 45-page Notary Handbook and Journal. Small and compact, it is perfect as a quick reference guide for the most frequently asked questions.</p>	 <p><b>S \$27.95 GOLD &amp; BLACK NAME PLATE w/WALNUT HOLDER</b> <b>Package S</b> includes a a brushed gold/black laser engraved plate with an 8" solid walnut desk block. Personalized with "YOUR NAME" and "NOTARY PUBLIC."</p>
 <p><b>Q \$12.95 BLACK &amp; WHITE PLATE w/ACRYLIC HOLDER</b> <b>Package Q</b> includes a black/white laser engraved plate with the words "NOTARY PUBLIC" and an 8" polished acrylic desk holder.</p>	 <p><b>T \$9.95 BLACK &amp; WHITE OR GOLD &amp; BLACK - PLATE ONLY</b> <b>Package T</b> includes a 2" x 8" laser engraved plate with the words "NOTARY PUBLIC." It comes with double-faced tape for easy mounting on a wall, door or window. <i>(available in either black/white or gold/black)</i></p>
 <p><b>R \$21.95 BLACK &amp; WHITE NAME PLATE w/SILVER HOLDER</b> <b>Package R</b> includes a black/white laser engraved plate with an 8" anodized aluminum desk holder. Personalized with "YOUR NAME" and "NOTARY PUBLIC."</p>	<p>Columbus Bar Association <a href="http://www.cbalaw.org">www.cbalaw.org</a></p> 

**It wasn't the notary's  
fault but it cost him  
\$11,500 anyway.**

It was a routine transaction, and there was no way the notary could have known the signatures were forgeries. But they were. And, in the eyes of the court, the notary was at fault. This time the penalty was \$8,000 in damages, \$3,500 in court costs. Unfair? Sure. But for notaries public in a litigious society like ours, it's just part of the territory.

**Fortunately, We've got  
the territory covered.**

No one can say whether you'll ever be faced with a situation like the one just described. But, as a notary you are vulnerable. And, with major judgments against notaries now reaching tens of thousands of dollars, it's important to have someone in your corner should you find yourself faced with a lawsuit.

**DON'T WAIT!  
PROTECT YOURSELF  
WITH NOTARY  
ERRORS AND  
OMISSIONS  
INSURANCE FROM  
**RLI**  
TODAY!**

# RLI

*Fundamentally Innovative*

**RLI requires no deductible...**

That's exactly why we're here. We protect notaries...beginning with the very first dollar in damages. In other words, we require no deductible. We pay every dollar of damages and legal costs right up to the policy limit - and that may mean up to \$30,000. So, should you ever be sued, you can relax - the chances are you'll never face an out of pocket expense.

**No lengthy exclusions...**

Equally reassuring, you'll find our policies are not watered down with lengthy exclusions. In fact, we pride ourselves on offering the most comprehensive coverage in the industry. Our job is to protect you in case of claim...freeing you to do your job.

**We pay defense costs...**

Having this kind of protection is more important than ever before because lawsuits against notaries are becoming more common every day. Forged, incomplete, or otherwise defective signatures all can cast doubt on the validity or date of a document. And when that happens, someone is to blame. Too often these days, the blame is placed on you - the notary. Worse yet, even if the suit is not valid you may not be spared the need to protect yourself from prosecution. And, without coverage you'll have to pay these defense costs yourself.

Make sure this doesn't happen to you. Your agent can get RLI's affordable coverage for you. Call today.

# RLI

**NOTARY  
PUBLIC ERRORS  
AND  
OMISSIONS  
INSURANCE**

**Why RLI**  
40 years  
of experience

## Individual Notary Public E&O Insurance

- ♦ Pays court costs, attorney fees, etc. – up to one half the face amount of the policy.
- ♦ Pays judgment up to the face amount of the policy.
- ♦ No deductible.
- ♦ Written to coincide with Notary's commission.

## Blanket Notary Public E&O Insurance

- ♦ Employers are covered at no additional charge.
- ♦ No need to advise of changes during policy period.
- ♦ Additional notaries are automatically covered.

## Notary E&O Benefits

- ♦ No deductible.
- ♦ Covers defense costs.
- ♦ Protects against errors and omissions.
- ♦ Employers covered under blanket policy at no additional charge.
- ♦ Additional notaries covered automatically under blanket policy.

## Individual E&O Limits and Term Premiums

- \$5,000.00 . . . . \$37.50 / 5-year premium
- \$10,000.00 . . . . \$62.50 / 5-year premium
- \$25,000.00 . . . . \$93.75 / 5-year premium
- . . . . / -year premium

## Blanket E&O Limits and Term Premiums

- \$5,000.00 . . . . \$7.50 /per year per Notary
- \$10,000.00 . . . . \$12.50 /per year per Notary
- \$25,000.00 . . . . \$18.75 /per year per Notary
- . . . . /per year per Notary



- ♦ A.M. Best's rating: A+, Superior.
- ♦ Standard & Poor's rating: A+.
- ♦ Year after year RLI has appeared in the Ward's 50, a select group of top insurance companies based on financial safety, consistency and performance.
- ♦ 24 hour turn around time on all new business.

## Application

Individual Policy

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Commission \_\_\_\_\_

Amount of Coverage \$ \_\_\_\_\_

Blanket Policy

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Number of Notaries \_\_\_\_\_

Amount of Coverage \$ \_\_\_\_\_

Check here if this has been previously faxed.

Agency Name	CBS Agency		
Address	175 South Third Street, Suite 1100		
Street & Number	City	State	Zip
	Columbus	OH	43215
Phone Number	614-221-4112		Agency Code
			47310