

**INSTRUCTIONS FOR APPLYING TO RECEIVE
NEW NOTARY PUBLIC COMMISSION**

Effective January 2008 fee is \$70 (nonrefundable \$15 fee)

This application is valid for all Ohio Residents. Once commissioned, Ohio notaries have jurisdiction throughout the state.

A) The process for becoming a Notary:

- Application and arrest record is mailed to the Columbus Bar Association with a check for \$70 (made payable to the Columbus Bar Association) *or* Credit Card payments may be made by faxing application/arrest record along with credit card information.
- Study Guide and Test Schedule are emailed to you following processing of application and payment.
- You will have 90 days in which to take and pass your test.
- Once the test is passed, you will receive your commission from the Secretary of State.
- Your commission must then be recorded with the Clerk of Courts before you can notarize any documents (you will receive info on how to do this at the test).

B) For speediest processing, ensure that you have the following (2) forms completed and included with your \$70 fee:

1. Application for Notary Public Commission/**MUST BE NOTARIZED**
2. Arrest Record – Complete the top section only, up to but not including the Agency Requesting Record

Incomplete applications or applications missing forms or fees will not be processed.

Your \$70 Notary Application fee covers application processing and test materials and administration.

CREDIT CARD PAYMENTS

Fax (2) forms from Box B along with Visa or MasterCard Information to:

Fax: 614-750-3102

Attn: Notary Department

CHECK PAYMENTS

Send (2) forms from Box B, along with a \$70 check payable to

Columbus Bar Association, to:
**COLUMBUS BAR ASSOCIATION
NOTARY DEPARTMENT
175 S. THIRD ST. STE 1100
COLUMBUS, OHIO 43215**

NOTARY SEMINARS WITH TESTING

- Live Notary Seminars are held at the Columbus Bar Association, once a month, from 9-11am. The seminar fee is \$45 and includes a review of all notary test materials and current notary policies. It is followed immediately by the Notary Test.

ONLINE NOTARY SEMINARS ONLY

(Does not include test)

- \$45 @ www.OhioNotaryInfo.com

NOTARY TESTS ONLY

- Notary Tests only (no seminar) will be held at the Columbus Bar Association, once a month, on the scheduled date at 9am.

Please check the date carefully

- **TEST GIVEN EVERY
WEDNESDAY MORNING AT 10:00**

Call the Columbus Bar Notary Department at 340-2031 with questions.
We're here to help!

Columbus Bar Association 175 S. Third Street, Ste 1100 Columbus Ohio 43215

APPLICATION FOR NEW NOTARY PUBLIC COMMISSION- \$70 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. ARE YOU A RESIDENT OF FRANKLIN COUNTY? _____ FOR HOW LONG? _____
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, bank check endorsements, 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 CARD _____

SIGNATURE _____

CBA Processing Date: _____ Amount Paid _____ New

I give the Columbus Bar Association permission to seek a copy of my arrest record from the Franklin County Sheriff's Office. I do hereby release the Franklin County Sheriff's Office and all individuals connected therewith from all liability.

DATE _____ 20 _____ SIGNATURE _____

NAME _____ ALIAS/ _____
(PRINT OR TYPE IN FULL) MAIDEN NAME _____

DATE OF BIRTH _____ SEX _____ RACE _____

SOCIAL SECURITY NUMBER _____

AGENCY REQUESTING RECORD _____ Columbus Bar Association _____

SIGNATURE OF AGENT MAKING REQUEST _____ KQ _____

This is a copy of the arrest record on file at the Franklin County Sheriff's Office on the above named subject. It is only a check by name and not by fingerprints, and is not verified as to the true identity of the subject in question.

DATE	CHARGE

DISPOSITIONS
Municipal Court 645-8106
375 S High St.

Common Pleas Court 462-3650
369 S. High St.

BY _____
DATE _____

Prepare for the Notary Public Exam!

Upcoming Dates

September 18, 2010
October 9, 2010
November 13, 2010
December 11, 2010

Time

All seminars begin at 9:00 a.m.
Pre-registration is not required.

The course lasts approximately one hour, and the official notary exam will be given immediately after the seminar.

Cost

\$45.00 for seminar registration fee only; \$115.00 for seminar registration fee and notary application fee (for new and renewing notary applicants).

Location

Columbus Bar Association
175 S. 3rd St., Suite 1100
Columbus, OH 43215

Designed to prepare you for the official Ohio notary exam, or as a refresher course for those of you who have already been practicing as a notary, the Columbus Bar Association's notary training seminar is a must! Course topics include:

- *What do I need to know to pass the notary exam?*
- *What happens if I notarize something incorrectly?*
- *Where can I get into trouble?*
- *What fees can I charge for notarial acts?*
- *Where does an Ohio notary have jurisdiction?*
- *How do I establish another person's identity?*
- *How do I issue an oath?*
- *What is the difference between an acknowledgement and an affidavit?*
- *You will also receive course materials containing helpful examples and a glossary of notary terms*

Presented by:

Judge Charles A. Schneider
Franklin County Common Pleas Court



You may also take this course online!
Visit our website at www.peoplesbar.org.

Notary Public Seminar & Test Registration Form

Name: _____ Telephone # _____

Address: _____ City/State/Zip: _____

Total Enclosed \$ _____ Visa/Mastercard # _____

Exp. Date _____ Authorized Signature _____

Register me for: Sept. 18, 2010 October 9, 2010 November 13, 2010 December 11, 2010

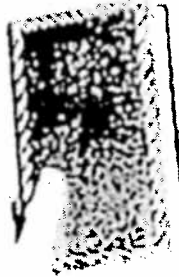
Return registration form with payment to:

Columbus Bar Association, 175 S. Third St., Suite 1100, Columbus, OH 43215

FAX CREDIT CARD ORDERS TO 614-750-3102



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

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.

CBA
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 or contact the Notary Department at 614/340.2031.

>> Packages

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

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:






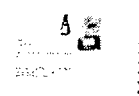




Columbus Bar Association, 175 S. Third St., Suite 1100, Columbus, OH 43215
or fax to 614/750.3102







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)







Stamps and Embossers

 <p>★ \$79.95 DELUXE PACKAGE - EVERYTHING YOU NEED! The Deluxe Package 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>E \$21.95 NOTARY EMOSSER Package E includes a notary embosser which crimps a raised seal on paper of the State of Ohio.</p>
 <p>A \$34.95 EMOSSER, RUBBER STAMP AND INK PAD Package A 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>F \$24.95 AFFADAVIT/JURAT SELF-INKING STAMP AND INK Package F includes an "Affadavit/Jurat" self-inking stamp and a bottle of re-inking ink.</p>
 <p>B \$34.95 SELF-INKING STAMP WITH SEAL AND INK Package 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>G \$24.95 ACKNOWLEDGEMENT SELF-INKING STAMP AND INK Package G includes an "Acknowledgment" self-inking stamp and a bottle of re-inking ink.</p>
 <p>VIP B \$47.95 PRE-INKED STAMP WITH SEAL AND INK Package VIP 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>H \$24.95 "NOT AN ATTORNEY" SELF-INKING STAMP AND INK Package H includes a "Not an Attorney" self-inking stamp and a bottle of re-inking ink.</p>
 <p>D \$19.95 RUBBER STAMP (NO SEAL) AND INK PAD Package D includes a rubber stamp with your name and commission expiration date, and stamp pad.</p>	 <p>I \$49.95 SET OF 3 SELF-INKING STAMPS AND INK Package I includes the Affidavit/Jurat, Acknowledgment, and "Not an Attorney" stamps and a bottle of re-inking ink.</p>

Stamp Pads and Replacement Ink

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

Other Notary Supplies

 <p>C \$9.95 NOTARY HANDBOOK AND JOURNAL Package C 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>S \$27.95 GOLD & BLACK NAME PLATE w/WALNUT HOLDER Package S 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>Q \$12.95 BLACK & WHITE PLATE w/ACRYLIC HOLDER Package Q includes a black/white laser engraved plate with the words "NOTARY PUBLIC" and an 8" polished acrylic desk holder.</p>	 <p>T \$9.95 BLACK & WHITE OR GOLD & BLACK - PLATE ONLY Package T 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. (available in either black/white or gold/black)</p>
 <p>R \$21.95 BLACK & WHITE NAME PLATE w/SILVER HOLDER Package R 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 www.cbalaw.org</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 \$9,000 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 fate 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**

RLI
Why?

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

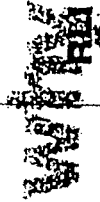
- No deductible.
- Covers defense costs.
- Protects against errors and omissions.
- Employers covered under blanket policy at no additional charge.
- Additional notaries covered automatically under blanket policy.

Individual E&O Limits and Term Premiums

- \$4,000.00 ... \$37.50 / 5-year premium
- \$10,000.00 ... \$52.50 / 5-year premium
- \$25,000.00 ... \$92.75 / 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 RJ 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 title has been previously issued.

Agency Name	CBS Agency
Address	Street & Number
	175 South Third Street, Suite 1100
City	State Zip
Columbus	OH 43215
Phone Number	Agency Code
(614) 340-3078	47316