

Notary Public Instructions

New Application for Hamilton County



Please retain these instructions for your records. No confirmation will be sent.

Once you return the application, you are automatically scheduled for the exam you note at the top of the application.

► Requirements

- At least eighteen years of age
- Able to verify your identity with a valid Ohio ID or proof of Ohio residency
- Ohio resident
- Pass a written examination pursuant to Rule 22 of the Rules of Practice of the Court of Common Pleas, Hamilton County, Ohio.

► Application

- Please fill out completely
- Please be sure to indicate on the top left corner of Notary Application when you will be taking the Notary Exam. (See below for dates)
- Have your signature notarized

Cincinnati Police Record Check

Please note that this will be given to you to complete and sign at the time of your examination.

► Examination

Dates:

October 3, 2013
November 7, 2013
December 5, 2013
January 9, 2014
February 6, 2014

March 6, 2014
April 3, 2014
May 1, 2014
June 5, 2014
July 3, 2014

August 7, 2014
September 4, 2014
October 2, 2014
November 6, 2014
December 4, 2014

Time: Promptly at 9:30 a.m.

Place: Cincinnati Bar Association
225 E. Sixth St., 5th Floor
Cincinnati, OH 45202-3209

- The application must be completed and mailed at least one week BEFORE the exam.
- All questions are taken from your "Notaries Public Manual," which can be accessed at www.cincybar.org. You will not be permitted to refer to this manual during the examination. Bring your own pen or pencil for writing. The exam takes no longer than one hour.

► Fee

\$65 (check or money order made payable to Cincinnati Bar Association or payable by credit card)

Your notary application is for the entire state of Ohio for five years.

Fee due with application.

► Return application

Return your application materials and the Notary Public Order Form, with payment information, to:

Cincinnati Bar Association
Attn: Notary Administrator
225 E. Sixth St., 2nd Floor
Cincinnati, OH 45202-3209

► Completing the application process

Hamilton County Residents

- CBA will notify you by mail when your commission is ready to be picked up at the Hamilton County Clerk of Courts office.
- A \$5 recording fee is due when executing your oath of office.

Other County Residents

- Your certificate will be mailed to you.
- Go to the clerk of courts office in your county to have it recorded.
- A \$5 recording fee is due when executing your oath of office.

You are not a notary public until your commission is recorded by the Clerk of Courts office.

Hamilton County Notary Public Manual

TD Snyder



Hamilton County Notary Public Manual:

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