

APPLICATION FOR NOTARY PUBLIC COMMISSION

NAME _____
Please print your name as you want it to appear on your notary commission

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE NOTARY PUBLIC APPLICATION

The Notary Public examination fee is \$25.00 (non-refundable) and payable to the Clerk of Courts. Upon receipt of the application and examination fee, a study guide will be mailed to you. You should plan to schedule your notary test within 45 days of receipt of the study guide. Please call (740) 652-7433 or (614) 322-5275 to schedule your examination. The notary examination is given every other Wednesday at 8:00 AM—8:30 AM in Room 102 on the 1st floor of the Hall of Justice. Please notify this office at least twenty-four (24) hours in advance if you need to cancel or reschedule your examination. **NOTARY TESTS ARE NOT GIVEN IN APRIL, AUGUST OR DECEMBER.**

The Notary Public examination consists of 20 questions worth 5 points each. You must obtain a score of 80 out of a possible 100 points in order to pass the examination. You must correctly answer the five questions with an (*) beside them or you will automatically fail the examination.

You may not refer to any books or notes while taking the examination. Mark only one answer per question. You have a maximum of one hour to answer the questions. **YOU MAY MAKE THREE ATTEMPTS TO PASS THE NOTARY PUBLIC EXAMINATION.**

Once you have successfully completed the examination, your state application for a Notary Public will be mailed to you as soon as possible. An instructional guide for the completion of the notary application process will be mailed along with your state application. Upon receiving your notary commission, you must take the oath of office, and have your commission recorded in the Clerk of Courts’ Office, Room 212 in the Hall of Justice, Lancaster, before performing any notarial duties. You may purchase your stamp after you have had your commission recorded.

1. How long have you been a resident of the State of Ohio? _____
2. Are you a resident of Fairfield County? YES NO
3. Have you been a resident of Fairfield County for at least 30 days? YES NO
4. Are you 18 years of age or older?..... YES NO
5. In what township, village or city do you reside? _____
6. Your mailing address (including zip code)_____

Your physical address, if using a P.O. Box _____

Home Phone # _____ Work Phone # _____

7. Circle the last grade of school completed by you. 1 2 3 4 5 6 7 8 9 10 11 12

Did you graduate? YES NO

School name and location _____

College name and location _____

How long? _____ years _____ months Did you graduate?..... YES NO

8. Are you employed outside the home? YES NO If yes, list the name and address of your employer:

List your employment during the last five years:

<u>From-to</u>	<u>Occupation</u>	<u>Name of Employer</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Have you ever in the past entered a plea of guilty to or been convicted of a felony? YES NO

10. Have you ever been removed from any office for reasons involving moral turpitude or had a business or professional license revoked? YES NO

11. Have you held a commission as a Notary Public in any other state or county? YES NO

Name of state or county _____

Expiration date of commission _____

12. Have you ever been removed from the office of Notary Public? YES NO

If yes, for what reason _____

13. Are you an attorney-at-law?..... YES NO

PLEASE HAVE YOUR SIGNATURE NOTARIZED BEFORE RETURNING THIS FORM.

State of Ohio, County of _____

_____, being first duly sworn, states that the statements contained in the foregoing
Print Applicant's Name
application are true as he/she verily believes.

Sign Your Name

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

Notary Public, State of Ohio

EXAMINATION FEE \$25.00

RECEIVED THIS _____ DAY OF _____, 20__.

BY _____

PLEASE RETURN YOUR COMPLETED APPLICATION AND \$25.00 CHECK OR MONEY ORDER
MADE PAYABLE TO **THE CLERK OF COURTS** TO THE FOLLOWING:

KELLY R. STARKEY
HALL OF JUSTICE
224 EAST MAIN STREET, ROOM 102
LANCASTER, OHIO 43130