



**STARK COUNTY BAR ASSOCIATION  
APPROVED AUTHORIZED EDUCATION AND  
TESTING PROVIDER IN OHIO**

## **NOTARY EDUCATION CLASS**

### **OBTAIN THE REQUIRED 3 HOUR EDUCATION CLASS AND PREPARE FOR THE NOTARY TEST**

**CLASSES OFFERED  
EVERY 2ND & 4TH  
TUESDAY**

**12:00 NOON – 3:00PM**

**TESTING 3:00pm – 4:00pm**

**NEW NOTARY  
PUBLIC**

**PRESENTED BY:**

- > **ANTHONY E. BROWN**
- > **IVAN REDINGER, JR.**
- > **ALETHA M. CARVER**
- > **STEPHAN P. BABIK**
- > **HON. CHRYSNA N. HARTNETT**
- > **MELISSA S. ULRICH**
- > **SCOTT G. HASTINGS**

**COST: \$130.00  
INCLUDES THE  
EDUCATION CLASS  
& TESTING**

Stark County Bar Association  
116 Cleveland Ave., N.W.  
Suite 400  
Canton, Ohio 44702

Phone: 330-453-0685  
E-mail: SCBANotary@StarkCtyBar.com  
WWW.STARKCTYBAR.COM

#### **Topics to be covered:**

- The terms of a notary commission.
- Requirements to update and renew a commission.
- Reporting requirement if a notary public is convicted or pleads guilty or no contest to a disqualifying offense.
- Geographic jurisdiction of a notary public.
- Maintaining a notarial journal.
- Requirements for a notary seal.
- What constitutes a notarial act that complies with applicable Ohio law and administrative rules.
- How to perform a compliant notarial act, including examples involving commonly notarized documents.
- Administration of an oath or affirmation.
- Verifying the identity of the principal.
- The taking of an acknowledgment.
- The administration of a jurat.
- The manner of taking depositions.
- Signatures by mark.
- Method to notarize a document signed by a designated alternative signer.
- Overview and examples of prohibited acts.
- Explanation of electronic notarizations.
- What constitutes unauthorized immigration consultant acts and the unauthorized practice of law by a notary.
- The fees a notary public is permitted to charge.
- Mandatory reporting that is required of a notary.
- The conditions under which a commission may be revoked.
- Investigation and disciplinary processes.

*\*\*An applicant who fails the test, may apply to retake the test not sooner than 30 days following the date of his or her last test, and no later than 6 months following the issuance of the criminal records check. Should an applicant fail the test a second time, the applicant must re-start the process with a new application.*

#### **NEW NOTARY PUBLIC PROCESS:**

1. Visit the Ohio Secretary of State's Notary website at <https://www.sos.state.oh.us/notary/> to apply to become an Ohio Notary. The new law requires a formal criminal records check.
2. Take an in-person or online class and test. Visit the Stark County Bar Association's website for information or visit the office to begin the process. (Steps 1 & 2 can be done simultaneously!) Once you have finished the education and take the test either in-person or online and pass, we will provide a certificate to you. You will submit everything to the Secretary of State and they will send your commission to you once your application is approved.
3. Visit [www.Starkctybar.com](http://www.Starkctybar.com) or the Stark County Bar Association for your notary supplies needs.

