



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

**NOTARY EDUCATION CLASS
IN PERSON AT SCBA OFFICE**

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

12:00NOON – 3:00PM

**ATTORNEY
NOTARY
PUBLIC**

PRESENTED BY:

- > **BEVERLY PROCTOR-DONALD**
- > **IVAN REDINGER, JR.**
- > **ALETHA M. CARVER**
- > **STEPHAN P. BABIK**
- > **ANDREA M. SCASSA**
- > **MELISSA S. ULRICH**
- > **SCOTT G. HASTINGS**

**COST :
\$75.00 ATTORNEY**

**EDUCATION
CLASS**

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.

NOTARY PUBLIC PROCESS FOR ATTORNEYS:

1. Visit the Ohio Secretary of State's Notary website at <https://ohiosos.gov/notary> to apply to become an Ohio Notary.
2. Take an in-person or online class. Visit the Stark County Bar Association's website for information or visit the office to schedule your education class. (Steps 1 & 2 can be done simultaneously!) Once you have finished the education either in-person or online, 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 or visit the Stark County Bar Association for your notary supplies needs.