NOTARY EDUCATION CLASS

OBTAIN THE REQUIRED 3 HOUR EDUCATION CLASS AND PREPARE FOR THE NOTARY EXAM

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 exam not sooner than 30 days following the date of his or her last exam, and no later than 6 months following the issuance of the criminal records check. Should an applicant fail the exam a second time, the applicant must re-start the process with a new application.

PROCESS TO BE COMMISSIONED AS A NEW NOTARY PUBLIC:

1. Visit the Ohio Secretary of State's Notary website at https://ohiosos.gov/notary to apply to become an Ohio Notary. The law requires a formal criminal records check. **Effective 04/06/23—peace officers do not need a BCI report. NOTE: The applicant must upload their OPOTA Certificate in lieu of the BCI report when submitting a notary commission application**.

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 either in-person or online, you then notify the Secretary of State who will then send your notary 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.

Sidebar

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. CHRYSSA N. HARTNETT
> MELISSA S. ULRICH
> SCOTT G. HASTINGS

COST: $130.00 INCLUDES THE EDUCATION CLASS & TESTING

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