

**INSTRUCTIONS:** Please complete all applicable fields on all 3 pages, print and bring with you to your appointment at the Toledo Bar Association 311 N. Superior, Toledo, Ohio. You will also need to bring a state issued picture ID and application fee of \$70.00 (cash or check only). Call 419-241-8515 to make an appointment.

APPLICATION FOR THE OFFICE OF NOTARY PUBLIC  
LUCAS COUNTY, OHIO  
TOLEDO BAR ASSOCIATION COMMITTEE ON NOTARIES PUBLIC  
**\*\* Application fee is non-refundable \*\***

**Office Use Only**

Renewal \_\_\_\_\_ New \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Exam Date \_\_\_\_\_  
Test # \_\_\_\_ Grade \_\_\_\_\_

**NOTE:** IF YOU GIVE A FALSE ANSWER ON THIS APPLICATION, YOU WILL BE AUTOMATICALLY DISQUALIFIED  
**PLEASE TYPE OR PRINT LEGIBLY**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ **OH** ZIP: \_\_\_\_\_

LENGTH AT THIS ADDRESS \_\_\_\_\_  Months  Years PHONE: \_\_\_\_\_

FORMER ADDRESS (if changed in last 5 years): \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH: MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

U.S. CITIZEN?  Yes  No If Naturalized, provide: Date: \_\_\_\_\_ Court \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

EXPIRATION DATE OF PRESENT/FORMER COMMISSION: MONTH: \_\_\_\_\_ DAY: \_\_\_\_\_ YEAR: \_\_\_\_\_

WAS COMMISSION EVER ISSUED IN A DIFFERENT NAME OR OHIO COUNTY?  Yes  No  
If Yes, list different name and/or county: \_\_\_\_\_

HAVE YOU EVER HAD A PRIOR NOTARY LICENSE IN ANOTHER STATE?  Yes  No If Yes, where? \_\_\_\_\_

HAVE YOU EVER BEEN REFUSED OR HAD A NOTARY COMMISSION REVOKED:  Yes  No  
If Yes, Explain: \_\_\_\_\_

Please provide names and addresses of two character references (other than relatives):

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: ____ Zip _____	City: _____ State: ____ Zip: _____
Phone: _____	Phone: _____

As consideration for the certificate of my qualifications as a Notary Public, I hereby represent and agree that as a Notary Public:

1. I will perform only such acts as a Notary Public is authorized to do by law.
2. I will not perform a notarial act until I have recorded my commission with the Clerk of Courts.
3. I will not charge or accept an amount exceeding the legal fees for such services.
4. I will not draw, prepare or draft for other persons, any legal papers such as deeds, notes, wills, mortgages, chattel mortgages, contracts, partnership agreements, articles of incorporation, options, leases, contracts for purchase or sale of real estate, escrow instruments, releases, mechanic's liens, affidavits, bulk sales affidavits, or bills of sale.
5. I will not certify to an affidavit of a person without first administering the oath (or affirmation) to such person, and having him/her sign his/her name in my presence.
6. I will not certify to any acknowledgement of any document in the absence of the person so acknowledging his/her signature.
7. I will not perform any notarial act after the date of expiration of my commission.
8. I will not notarize a document in which I have a financial or business interest.

I agree that, if appointed a Notary Public, I will not engage in any of the unlawful practices stated above.

Signature \_\_\_\_\_

In this section, if you need additional space to explain, please use an additional sheet of paper.

As an adult, have you <b>EVER</b> been convicted of, or pled guilty to a crime (Felony or Misdemeanor)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Do you have any pending criminal charges (Felony or Misdemeanor)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Do you have any unpaid traffic violations, and/or bench warrants for failing to appear?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:

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**Do NOT sign this section until you appear in person at the Toledo Bar Association.**

**State of Ohio, County of Lucas ss:**

The undersigned applicant for the office of Notary Public, having been duly sworn, says that he/she is a legal resident of the State of Ohio and the County of LUCAS, and at least age eighteen (18) years, and that all statements contained in the above application are true.

Signature of Applicant: \_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public \_\_\_\_\_

Signature of Notary Public

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COURT OF COMMON PLEAS  
COUNTY OF LUCAS  
TOLEDO, OHIO 43624

BRIAN J. PATRICK  
COURT ADMINISTRATOR

RELEASE OF INFORMATION FORM

I, the undersigned, hereby grant permission to disclose and deliver to the Lucas County Common Pleas Court any and all information contained in my records. Such information disclosed or delivered may include my complete full name case history as shown by my records. Photographic records of this form are to be given the same legal consideration as the original.

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Have you ever used, or been known by, any other name than the one shown above? If so, print other name(s): \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_