



ARE YOU AN OHIO NOTARY?

**LEARN MORE ABOUT YOUR RESPONSIBILITIES AS A NOTARY AND
BETTER UNDERSTAND THE LAW CHANGES COMING THIS SEPTEMBER**

MIAMI TOWNSHIP IS HOSTING THE OHIO SOCIETY OF NOTARIES'

“BEYOND THE STAMP”

A 3 HOUR ADVANCED TRAINING CLASS FOR OHIO NOTARIES

Limit 50 Seats - \$65 due at the door (Cash or check only)

Advance reservations recommended. Email nkessel@miamitownship.com

When: September 12, 2019 from 10 a.m. to 1p.m.

Location: Miami Township Government Center

2700 Lyons Road, Miami Township, Ohio 45342 (Near the Dayton Mall)

Questions about the class? Contact Roger Rill at info@ohionotaries.org

Ohio Notary Public Modernization Act

Signed into law by Governor Kasich 12/19/2018 - Effective 9/20/19

- **Eliminates** the 88 separate county notary applicant criteria; all notary applications will be handled directly through the Secretary of State, and will be available online.
- Notary applicants will be required to 1) Pass a statewide, uniform examination; 2) Pass a national background check (with fingerprints) administered by the Ohio BCI; 3) Receive 3 hours of mandatory training. **This includes new attorneys.**
- Commission recording with County Clerks of Court is **eliminated**.
- Defines Jurat certificate wording
- Requires notaries to ensure their notarial certificate **accurately shows the notarial act being performed, or to correct it.**
- Allows Copy Certification by Document Custodian
- No Bond Requirement; Journals are optional
- Prohibit certain felons from holding a notary commission
- Permits reasonable travel fees
- **Increases** fees for any notarial act up to \$5 per notarization
- Maintains satisfactory ID acceptance to Notary's discretion
- Allows reduction in required size of Notary Seal
- **Eliminates** "Special Commissions" and Notary Protests
- Notary Complaints & Disciplinary actions handled by SOS
- Allows a "Designated Signer" for disabled/incapacitated signers
- Upon death or resignation, journals to be deposited with SOS
- **Permits notarization via video devices**

Questions? Ohio Society of Notaries 614-336-7878/614-348-3305
or email roger@ohionotaries.org

Beyond the Stamp:

Your Role, Responsibilities, and Risks as an Ohio Notary Public

*An advanced training class presented by the **Ohio Society of Notaries***

Topics include:

- A little history – A **Tradition of Trust** for over 2,000 years
- Tools of the trade - seals, journals, insurance, pens
- Acknowledgement vs Jurat, and that **all-important oath**
- It's YOUR commission - types of documents and situations: copy certifications, foreign language, out-of-state, non-English speakers, Ohio auto titles, I-9 forms
- Staying out of trouble – IDs, competence & free will, advanced health directives, powers of attorney, foreign-language documents, Apostilles, AKA/NKA/FKA, Last Wills, physical limitations, employer situations, loose certificates, Medallion notaries, notary protests, travel fees, loan signings, relatives, electronic notarization, and much more!
- Essential Steps for any notarization/tips for everyday situations.
- The *Hall of Shame*, featuring improper documents
- How to serve your community as a mobile notary
- **Review of the new Ohio notary laws**
- Free Ohio notary help from our hotlines, 7 days a week.

This is the **best** and most comprehensive Ohio-specific Notary training available, bar none. The session runs about 3 hours.

Call OSN to schedule a class for your group! 614-336-7878

Wondered About OHIO Notary Questions Like These?

- Can I notarize if a document is written in a foreign language?
- How does a person with Power of Attorney sign? Must I see the POA?
- Can I notarize for relatives? When is this not appropriate?
- When must I administer an oath/affirmation? How is it worded? What are possible penalties for not doing so when required?
- Do I add a state/county venue to my certificate if none appears?
- Does “SS” mean to add the signer’s Social Security number?
- I’m notarizing in Marion County, but my commission is recorded in Franklin County, where I live; which county goes on the notary certificate?
- An Ohio notary cannot directly certify a copy, but what is an alternative?
- Can I still notarize a signature that was already signed a week ago?
- Can I notarize a signature on a document from another state (or country)?
- Can a translator be used for a signer who doesn’t speak English?
- If there is not a notary certificate preprinted on the document, how do I know whether to use “acknowledgement” or “jurat” wording? Can I just “stamp & sign” without either?
- What do *FKA*, *NKA*, *AKA*, and *HTTA* mean when on the signature line?
- Can a disabled person have their hand “guided” by a relative while signing? How do I ensure they are aware of the document’s content, and signing freely? What if they cannot physically sign?
- What is a “loose certificate”, and when/how is it used?
- My boss directed me to notarize on a document for his best client, who signed it in Cleveland and sent it to our office in Dayton. I know I shouldn’t notarize without a personal appearance and ID, but am afraid to upset my boss or risk my job. What to do?
- If I leave my company, can I take my seal and journal with me?
- Is an I-9 form a notarizable document? How to handle this request?
- Document signature line reads “Mary Jill Smith”, but ID name is “Mary Smith”; can I notarize? What if ID is expired, or does not show a photo?

- What is the difference between a Living Will and a Last Will & Testament? Which is the Principal's signature NOT notarized? What about witnesses?
- Am I required to have Notary Errors & Omissions insurance, or a bond?
- If I move from one Ohio county to another, do I have to again record my commission in my new county? What about attorneys?
- Although not required, should I still keep a journal?
- Can I perform a video notarization via Skype or webcam?
- The content of the document is in conflict with my religious beliefs; can I refuse to notarize the signature?
- Does notarization make a document "legal"?
- I'm asked to drive 10 miles to perform a notarization. Can I charge a travel fee in addition to the notarization fee?
- What is an *Apostille*, and the important notary role in obtaining one?
- What is a "*Medallion*" notary, and where to find one?
- What is a "notary protest", and how is it handled?
- What is a "credible witness", and how is one used?
- Can a convicted felon hold a notary commission?
- Can an Ohio notary officiate a wedding?
- How do I handle an Ohio Vehicle Title transfer?
- Can I notarize electronically?
- Can I notarize, and also be a witness? Any exceptions?
- I heard that notary income is tax-exempt; is this right?
- Can I use either an inked notary seal or an embossed seal?
- Can a Power of Attorney signer take an oath?

THE OHIO SOCIETY OF NOTARIES can help with ANY notary question!

If YOU have a question about an Ohio signing procedure, unusual document, or best practice, **contact our FREE helplines at (614) 336-7878, (614) 348-3305, or email info@ohionotaries.org** – we're *available day or night, 7 days week!*

You'll also find much valuable Ohio notary info at **www.ohionotaries.org** – especially read the "*Notary Elements*" and "*Cautionary Documents*" sections.