First Choice Mobile Notary & Apostille
(866) 828-6856
www.firstchoicemobilenotary.com

Ohio Acknowledgment (Representative): Notary Instructions

Acknowledgment Certificate, Representative Capacity — Ohio notary certificate (R.C. 147.55)

NOTARY REFERENCE — DO NOT ATTACH THIS PAGE TO THE DOCUMENT.

Acknowledgment certificates

- Use the **individual** certificate when the signer signs for themselves, and the **representative** certificate when signing as an officer, partner, member, agent, attorney in fact, trustee, or other fiduciary. These follow the Ohio short forms in R.C. 147.55.

1. Never choose the notarization for the signer

- Use the certificate wording already on the document. If there is none, ask which notarial act the document or receiving agency requires. You may explain the difference, but the signer decides. Choosing for them, preparing documents, or giving legal advice is unauthorized practice of law.
- **Acknowledgment:** the signer declares they signed willingly; no oath is given. **Jurat (verification on oath or affirmation):** the signer swears or affirms the contents are true and signs in your presence. Ohio certificates must state whether an oath or affirmation was administered; these certificates include that statement.

2. Personal appearance and identity

- The signer must appear before you in person, or by online notarization only if you hold an Ohio online notary authorization. Check the box on the certificate that shows how the signer appeared.
- Identify the signer by personal knowledge or satisfactory evidence: a current government-issued identification with photograph and signature, or the oath of a credible witness who personally knows the signer.

3. Completing the certificate and seal

- **County** is where the notarization takes place. Complete every blank, print your name, and include your commission expiration date. For a loose certificate, fill in the attached-document box, staple it to the document it belongs to, and never move it.
- Your seal must be clear and legible and show your name and the words “Notary Public” and “State of Ohio.” Do not let it cover text or signatures.

4. Journal

- Ohio requires a journal for online notarizations. Keeping a journal entry for every notarization is strongly recommended: date, type of act, document, signer’s name and address, how the signer was identified, and the fee charged.

5. Limits

- Do not notarize your own signature or a document in which you have an interest. **Ohio notaries may not certify copies**; use a copy certification by the document custodian, sworn before you as a jurat. Charge no more than the fees allowed by R.C. 147.08, and agree on any travel fee with the signer in advance. A notary who is not an attorney may not give legal advice.

These notes are a general reference for Ohio-commissioned notaries and are not legal advice. Follow the Ohio notary law (R.C. Chapter 147) and current Ohio Secretary of State notary rules. © 2026 First Choice Mobile Notary & Apostille.

CERTIFICATE OF ACKNOWLEDGMENT

State of Ohio

ATTACHED DOCUMENT (recommended for a loose certificate)

Title or type of document | Document date | Number of pages

Signer(s) other than those named below (if any)

ACKNOWLEDGMENT — REPRESENTATIVE CAPACITY

STATE OF OHIO)
) ss.
COUNTY OF ____)

The foregoing instrument was acknowledged before me on

(date) | by (name of officer, partner, agent, attorney in fact, or fiduciary)

as (title or capacity) | of / on behalf of (name of corporation, LLC, partnership, principal, or estate)

a (state of organization and type of entity, if applicable)

This is an acknowledgment certificate. No oath or affirmation was administered to the signer with regard to the notarial act.

The signer appeared before me:

in person

by online notarization, as authorized under Ohio law

X _____
Notary Public

Notary's printed name

My commission expires

(Notary seal)

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