



JON HUSTED
Ohio Secretary of State

Notary Commission

(614) 644-4559 | (614) 466-2566

www.OhioSecretaryofState.gov | Notary@OhioSecretaryofState.gov

Submit application via U.S. Mail:

Notary Commission
P.O. Box 1658
Columbus, OH 43216

OR

Submit application in-person:

Client Service Center
180 East Broad St., Suite 103
Columbus, OH 43215

Application for Notary Public (Non-Attorney)

Filing Fee: \$15

Payable to "Ohio Secretary of State"

Name

Name as it appears on previous commission (if applicable)

Residence Address (Required):

Street City

State ZIP Code County

Mailing Address (if different):

Business Name (if applicable):

Street City

State ZIP Code County

Expiration of present (or former) Commission:

Date Year County

Signature X _____

This application must be accompanied by a certificate described in Ohio Revised Code Section 147.02, no judge or justice shall issue such a certificate until he or she is satisfied from personal knowledge that the applicant possesses the qualifications necessary to properly discharge the duties of the office of notary public, or until the applicant has passed an examination under such rules and regulations as the judge may prescribe. Because the practice varies among counties, it is recommended that an applicant for commission as a notary public begin by inquiring of the bar association of his/her county or the clerk of common pleas court as to the procedure required by the common pleas court in his/her county.

Reminder: Ohio Revised Code section 147.05 provides that, before entering upon the duties of the office, a notary public shall present his/her commission to be recorded (with the oath endorsed therein) with the clerk of court of common pleas of the county in which the notary resides.

To Be Completed by All Applicants (New or Renewal)

This certificate must be made by a justice of the Ohio Supreme Court, judge of an Ohio court of appeals, or judge of an Ohio court of common pleas. (Currently, justices of the supreme court decline to sign such certificates.)

The State of Ohio, County, ss:

It is hereby certified that , an applicant for appointment to the office of Notary Public for the State of Ohio is of good moral character, that he/she is at least 18 years of age, a resident of County, State of Ohio; and that he/she possesses sufficient qualifications and ability to properly discharge the duties of the office of notary public.

Check which one applies:

- I am satisfied from my personal knowledge that the applicant possesses the qualifications necessary to properly discharge the office.
- The applicant has passed an examination for the office under rules and regulations prescribed by the Court of which I am judge.

Date

_____ Judge of the

Court of Appeals of the _____ District

Court of Common Pleas of _____ County