

Instructions for Application for Amendment of Notary Public Information

This form is to be used when a Notary Public must change their name and/or address; to file a resignation of commission; or to order a duplicate copy of the commission.

Please provide the required information at the top of the form. You must select the appropriate box or boxes to amend your commission. There is no limit to the number of actions that can be completed on one form.

Please provide your name as currently recorded in our system, the commission number, expiration date and county of residence. Please check the database to see if your address needs to be updated on our records. Our database can be viewed at:

<https://www.sos.state.oh.us/notary/search-notaries/>.

Change of Name

The fee for a name change is \$2.00 which includes a duplicate copy of the commission after the name is changed. Our office will automatically send the duplicate copy to you after you submit a name change and pay the required fee therefore; you do not need to check box 4 in addition to box 1 to receive this copy. Please provide the new name for your commission in the box.

Change of Address

There is no fee for an address change. Please provide your new mailing address.

Resignation of Commission

Please provide the effective date of the resignation in the box provided. No fee is required.

Duplicate Copy

If you need a duplicate copy of your commission, then please check box 4 and pay a \$2.00 fee. Please complete the first box which asks for current commission information and contact information. Also, you must include the attached affidavit as required by ORC147.371 which states that the original commission has been lost or destroyed.