



**Client Service Center**

Central Ohio: (614) 644-4559  
Toll Free: (877) SOS-FILE (877-767-3453)  
Notary@OhioSecretaryofState.gov  
For more information: [www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)

**Mail this information to the following:**  
Ohio Secretary of State  
Notary Commission  
P.O. Box 1658  
Columbus, OH 43216

**Application for Notary Public (Non Attorney)**

**Filing Fee: \$15**

Payable to "Ohio Secretary of State"

**Form Must Be Typed**

New Application

Renewal

Name

Name as it appears on previous commission (if applicable)

**Residence Address (Required):**

Street

City

State

ZIP Code

County

**If renewal is checked above, please provide expiration date of present commission (MM/DD/YYYY), commission number and county:**

Expiration Date of Present Commission (MM/DD/YYYY)

Commission Number

County

**Signature X** \_\_\_\_\_

**This application must be accompanied by a certificate from a judge described in Ohio Revised Code Section 147.02. Page two of this form may be completed to meet this requirement. To obtain the judge's signature you may need to complete additional requirements such as a class, test or background check as required by the county in which you reside.** Please contact your local bar association or county for additional information. Contact information for each county is provided at [www.sos.state.oh.us/notary/frequently-asked-questions-about-notaries/](http://www.sos.state.oh.us/notary/frequently-asked-questions-about-notaries/).

**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.

Today's Date (MM/DD/YYYY)

Judge of the

Court of Appeals of the  District

Court of Common Pleas of  County