



Client Service Center

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For more information: www.OhioSecretaryofState.gov

Mail this information to the following:

Ohio Secretary of State
Client Service Center
180 East Broad Street, Suite 103
Columbus, OH 43215

Office Holder Authentication Update

The Ohio Secretary of State is required to authenticate records certified by state, county or local government public officials. In order to ensure the records of this office are current, please provide the information below, to be used for authentication purposes by the Ohio Secretary of State.

Date (MM/DD/YYYY):

Name:

Office:

This office is:

- State County Municipal/Township

State/County/Municipality where elected:

Term of office (start/end dates):

Note: The Secretary of State's office is only able to authenticate documents that contain the signature of the public official. This office cannot authenticate the names and/or signatures of employees who may have been designated to certify documents on behalf of an elected or appointed office holder.