



# Ohio Notary Commission Process

## *Step-by-Step Instructions to Begin My Notary Commission*

### ☐ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older;
- Resident of Ohio or a non-resident attorney practicing law in Ohio and maintains a primary place of business in the state;
- I have not been charged with a disqualifying offense.

### ☐ **Step 2**

I completed the criminal records check through an authorized agent within 6 months of applying: [Ohio Attorney General's website](#)

*The BCI report must list **147.022** as the reason code.*

### ☐ **Step 3**

I have purchased the 3-hour state-required training at [NationalNotary.org/Ohio/become](http://NationalNotary.org/Ohio/become) or I called 1-800-876-6827, and passed the exam.

### ☐ **Step 4**

I have created a user account on the [Secretary of State's website](#) and completed my application online.

### ☐ **Step 5**

I uploaded a copy of my criminal records check, certificates of completion for my course and exam, and an image of my signature, along with an application filing fee of \$15.

### ☐ **Step 6**

I have received my commission certificate from the Secretary of State and followed the instructions for taking my oath of office in person.

### ☐ **Step 7**

I received my Notary seal stamp and E&O insurance policy (if purchased). If not, I have emailed a copy of my commission certificate with my NNA customer ID number to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax to 1-800- 833-1211.

NOTE: Any [Ohio Notary package](#) you purchase from the NNA will include all of your state required items: State-required New Notary Education and Exam, and Notary stamp. It's the best and most convenient way to make sure you have everything you need to become an Ohio Notary.

#### **Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/OH/Become](http://www.NationalNotary.org/OH/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)