

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/OH/Renew](http://www.NationalNotary.org/OH/Renew)

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

### Step 1

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

- 18 years or older;
- Resident of Ohio or am an attorney licensed to practice law in Ohio and maintains a primary place of business in the state;
- I am of good moral character;
- I have not been convicted of a felony.

### Step 2

I have completed the criminal records check through an authorized agent within 6 months of applying:

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

### Step 3

I have purchased the 1-hour state-required training at [www.NationalNotary.org/OH/Renew](http://www.NationalNotary.org/OH/Renew) or I called 1-800-876-6827.

### Step 4

I have submitted my application online at <https://notary.ohiosos.gov/>.

You will be required to upload a copy of your criminal records check, certificates of completion for your course, and an image of your signature, along with an application filing fee of \$15.

### Step 5

Once I have been notified by the state of the approval of my commission, I will email a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or fax to 1-800-833-1211.

### Step 6

Once my documents have been received, my stamp will be shipped within 3 business days.