



Ohio Notary Commission Renewal Process

Step-by-Step Instructions to Renew My Notary Commission

☐ Step 1

I am eligible to renew as 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 1-hour state-required training at [NationalNotary.org/OH/Renew](#) or called 1-800-876-6827.

☐ Step 4

I have completed my application online at [Secretary of State's website](#).

☐ Step 5

I uploaded a copy of my criminal records check, certificates of completion for my course, 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 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 Renew Notary Education, and Notary stamp. It's the best and most convenient way to make sure you have everything you need to renew as an Ohio Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/OH/Renew

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