



Ohio Notary Commission Renewal Process

Step-by-Step Instructions to Renew 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 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 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](#)

☐ **Step 3**

I have purchased the 1-hour state-required training at NationalNotary.org/OH/Renew or I called 1-800-876-6827.

☐ **Step 4**

I have submitted 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**

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 or fax to 1-800- 833-1211.

☐ **Step 7**

Once my documents have been received, my stamp will be shipped within 3-5 business days.

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)