

Renewal of Notary Commission:

1. You must have a valid Notary Public Commission.
2. You must be a resident of the State of Ohio and of Ottawa County. A photo ID is required.
3. If you have never attended the Notary Public seminar, you must attend a 30 minute Notary Public seminar. Call the Notary Commissioner to schedule your seminar.
4. You must attend and pass a Notary Public Interview. Call the Notary Commissioner to schedule your interview.
9. You must complete a BCI/FBI background check with the Ottawa County Sheriff's Office located at the Ottawa County Courthouse, 315 Madison St., 3rd Floor, Room 110, Port Clinton, Ohio 43452. The cost is currently \$70, payable to the Ottawa County Sheriff. Check with the Sheriff for the most up-to-date cost information.
5. You must complete an Affidavit of Good Moral Character.
6. You must complete a Notary Public Renewal application. At the time of application you will be required to pay a \$35.00 application fee that can be paid in cash or by check/money order. If paying by check/money order, please make it payable to the Clerk of Courts. You must also have a check/money order made payable to the Notary Commission Clerk in the amount of \$15.00.

The Ottawa County Common Pleas Court Judge must be satisfied that you possess the qualifications necessary to a proper discharge of the duties of the office before your application will be approved.

After you receive your commission from the State (usually no longer than a month), you must come to the Clerk of Courts at the Ottawa County Courthouse, 315 Madison St., Room 304, Port Clinton, Ohio 43452 to record your commission and pay a \$5.00 - \$6.00 fee which can be cash or check/money order made payable to Clerk of Courts.

You will not receive any notification that your commission is due to expire. Since it may take 3 to 4 weeks to process a commission, notaries who are seeking to renew their commissions are advised to make application 60 days before their current commission expires.

If your Notary Commission is valid you may seek renewal. If your notary commission has expired or will expire before you receive your new Commission, you must follow the procedures for New Applicants (see above).

Your notary commission is valid for 5 years.

Questions should be directed to the Notary Commissioner at 419-734-6790.