

OTTAWA COUNTY COMMON PLEAS COURT  
REQUIREMENTS FOR A NEW/RENEWAL NOTARY PUBLIC COMMISSION

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**New Applicants:**

1. You must be at least 18 years of age.
2. You must be a resident of the State of Ohio and of Ottawa County. A photo ID is required.
3. You must attend a 30 minute Notary Public seminar. Call the Notary Commissioner to schedule your seminar.
4. You must pass a Notary Public written test with a score of at least 75%. Call the Notary Commissioner to schedule your test.
5. You must attend and pass a Notary Public Interview. Call the Notary Commissioner to schedule your interview.
6. You must complete a BCI/FBI background check with the Ottawa County Sheriff's Office located at the Ottawa County Courthouse, 315 Madison St., 3<sup>rd</sup> 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.
7. You must complete an Affidavit of Good Moral Character.
8. You must complete a Notary Public application. At the time of application you will be required to pay a \$50.00 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.

Your notary commission is valid for 5 years.

If you fail your Notary Public test, you must attend another Notary Public seminar, pay another \$50 application fee, retake/pass the Notary Public test and adhere to all other procedures for New Applicants (see above). If you fail the test a second time, you must wait one year from the date of the second failed test; you must attend another Notary Public seminar, pay another \$50 application fee, retake/pass the Notary Public test and adhere to all other procedures for New Applicants (see above).