



**JON HUSTED**  
**Ohio Secretary of State**

**Notary Commission**

(614) 644-4559 | (614) 466-2566

[www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov) | [Notary@OhioSecretaryofState.gov](mailto:Notary@OhioSecretaryofState.gov)

**Submit application via U.S. Mail:**

Notary Commission  
P.O. Box 1658  
Columbus, OH 43216

**OR**

**Submit application in-person:**

Client Service Center  
180 East Broad St., Suite 103  
Columbus, OH 43215

**Application for Notary Public (Attorney-at-Law)**

**Filing Fee: \$15**

Payable to "Ohio Secretary of State"

Name

Attorney Registration #

**Select One**

**Resident of Ohio**  
Address

Street  City

State  ZIP Code  County

Contact Number

**Non-resident of Ohio**  
Address of principal place of business or primary practice in Ohio:

Business Name

Street  City

State  ZIP Code  County

Contact Number

**Signature X** \_\_\_\_\_

This application must be accompanied by a certificate described in Ohio Revised Code Section 147.02, no judge or justice shall issue such a certificate until he or she is satisfied from personal knowledge that the applicant possesses the qualifications necessary to properly discharge the duties of the office of notary public, or until the applicant has passed an examination under such rules and regulations as the judge may prescribe. Because the practice varies among counties, it is recommended that an applicant for commission as a notary public begin by inquiring of the bar association of his/her county or the clerk of common pleas court as to the procedure required by the common pleas court in his/her county.

**Reminder:** Ohio Revised Code section 147.05 provides that, before entering upon the duties of the office, a notary public shall present his/her commission to be recorded (with the oath endorsed therein) with the clerk of court of common pleas of the county in which the notary resides.

This certificate must be made by a justice of the Ohio Supreme Court, judge of an Ohio court of appeals, or judge of an Ohio court of common pleas. (Currently, justices of the supreme court decline to sign such certificates.)

The State of Ohio,

County, ss:

It is hereby certified that

, an applicant for appointment to

the office of Notary Public for the State of Ohio is of good moral character, that he/she is at least 18 years of age; that he/she is an attorney-at-law admitted to the practice of law in this state; and that he/she possesses sufficient qualifications and ability to properly discharge the duties of the office of notary public.

Date

\_\_\_\_\_ Judge of the

Court of Appeals of the \_\_\_\_\_ District

Court of Common Pleas of \_\_\_\_\_ County