

# NOTARY PUBLIC

## Checklist

- You must be certified as a Notary Public by a judge of an Ohio Court of Appeals or Common Pleas. You must be an Ohio resident and 18 years or older. Contact the Clerk of Court for the Court of Appeals or Common Pleas of the county in which you reside, or the local Bar Association.
  
- The Ohio Secretary of State controls the Notary Public documentation. The Notary Commission maintains records all of the registered Notaries in Ohio. On this site: <http://www.sos.state.oh.us/>, you can find information on the duties and requirements of Notaries in Ohio, as well as guidelines for newly commissioned Notaries Public. Contact the Ohio Notary Commission at (614) 466-2566 or (877) 767-6446.
  
- Ohio's Notary Public laws can be found in Ohio Revised Code (ORC) Section 147.01. The ORC and OAC can be found in your local library or on-line at <http://codes.ohio.gov>.

NAICS 541199/26

*For more help, contact your local Small Business Development Center (SBDC) at [www.ohiosbdc.net](http://www.ohiosbdc.net)  
Also, remember to check Federal, State and local government agencies. This checklist is about state requirements.  
Funded in part through a grant with the U.S. Small Business Administration.*



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