

# 1st STOP CHECKLIST:

## NOTARY PUBLIC

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### 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 (www.OhioSOS.gov)** controls the Notary Public documentation. The Notary Commission maintains records all the registered Notaries in Ohio. On this site: <http://www.ohiosos.gov/notary/>, 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) 644-4559 or (877) 767-6446**. The email is [notary@OhioSOS.gov](mailto:notary@OhioSOS.gov).  
**\*Remember to check local government agencies. \***
  
- 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/orc/147.01>

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THIS CHECKLIST IS ABOUT STATE REQUIREMENTS. \*REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES\*

\*The information contained in this site is for general guidance on matters of interest only and reflects solely the information about the requirements of the State of Ohio. Note, there may be additional local and federal requirements. Accordingly, the information on this site is provided with the understanding that ODSA is not herein engaged in rendering legal, accounting, tax, or other professional advice and services. Before making any decision or taking any action, consult a professional. For more help, contact your local **Small Business Development Center (SBDC)** at [www.ohiosbdc.ohio.gov](http://www.ohiosbdc.ohio.gov). Also, remember to check local government agencies. This checklist is about state requirements. Funded in part through a grant with the U.S. Small Business Administration.