

## PROCEDURE FOR NEW NOTARY COMMISSION

### PROGRAM ADMINISTERED BY:

Court's Committee on Notaries Public  
The Miami County Bar Association  
c/o The Miami County Law Library  
Miami County Safety Bldg.  
3rd Floor  
201 W. Main St.  
Troy, OH 45373  
937/440-5994

#### 1. Eligibility:

A. Has never been convicted of an unpardoned or unexpunged felony in Ohio or any other state.

2. Applicant shall receive one Notary Public Guidebook for \$1.00 when picked up at law library between 8:00am-12:00pm and 1:00pm-4:00pm. It can be mailed to you upon receipt of \$2.00 and your return address, make checks payable to "Notary Committee/Miami County Bar Association".

3. Applicant shall complete an application for Certificate as Notary Public for state of Ohio. The applicant is not to sign the application until they come in to take the test. Picture identification is required.

4. When applicant is ready to take the test, he/she should call the law library for an appointment. The telephone number is 440-5994. Tests are scheduled by appointment only, between 8:30am-11:00am and 1:30pm-3:00pm Monday through Friday. A passing grade is 75%.

5. Upon successfully completing eligibility requirements and test, the Application for Certificate is forwarded to the applicable Judge, with applicant's check payable to NOTARY COMMITTEE/MIAMI COUNTY BAR ASSOCIATION for \$40.00.

6. The \$40.00 does **not** include a stamp or seal. Those can be purchased at an office supply store.