

APPLYING TO BECOME A NOTARY IN ERIE COUNTY, OHIO

Re: Application for Notary Public Commission in Erie County – Testing required

DATE _____

NAME _____

ADDRESS _____

DAYTIME PHONE NUMBER _____

Have you been convicted of a Felony? _____

If the answer is yes, please explain the nature of your conviction. _____

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1. Complete application with NAME, ADDRESS AND SIGNATURE and bring it with you on the day you plan to take the test.
 2. The test is usually given on the *4th Friday of each month* at 1:30 p.m. In months where the 4th Friday falls on a holiday or on a day that is not convenient for you, contact Beth Naufel, Erie County Common Pleas Court at (419) 627-6674 to schedule an appointment to take the test.
 3. On the day of the test, have a seat in the hall on the 3rd floor; you will receive direction from the Common Pleas Court.
 4. A Common Pleas Court Judge will sign your application upon successfully passing the test; the application will then be mailed to you from the Court within 7 business days.
 5. You will need to send the application along with a check or money order for \$15.00 to the *Notary Commission Clerk, Office of the Ohio Secretary of State (address on application)*
 6. When you receive your commission from the Secretary of State, record it with the Clerk of Courts on the 1st floor of the Erie County Courthouse **before you notarize anything.**

Fee: \$8.00
\$6.00 (if oath endorsed)

7. Contact Beth Naufel, Court Administrator for Judge Tygh Tone at (419) 627-6674 with any questions.