

Application for Renewal of Notary Public Commission

Date _____

Name _____

Address _____

Day Time Phone Number _____

1. Please fill out the front of the application with your NAME, ADDRESS, SIGNATURE and EXPIRATION DATE of your commission.
2. If your commission has already EXPIRED, and is outside of a one-year period, you will be required to retake the test.
3. Send or bring the application to the ERIE COUNTY COMMON PLEAS COURT ATTENTION: NOTARY RENEWAL, 323 COLUMBUS AVENUE, 3RD FLOOR, SANDUSKY, OHIO 44870. It will be given to a Common Pleas Judge for approval and returned to you by the Court, when signed.
4. Send your application signed by the Judge, along with a check or money order for \$15.00 made payable "Ohio Secretary of State", to the NOTARY COMMISSION, P.O. Box 1658, Columbus, OH 43216-1658.
5. When you receive your new commission from the Notary Commission Clerk, bring/send to the Clerk of Courts office on the 1st floor of the Erie County Courthouse to be recorded.

Fee: \$6.00 (if signature notarized on back)
\$8.00 (if Clerk of Courts needs to notarize)

**Questions? Please do not hesitate to call Beth Naufel, Court Administrator for
Judge Tygh Tone at (419) 627-6674**

CELL PHONES ARE NOT PERMITTED IN THE COURTHOUSE