

GENERAL INFORMATION - WHAT IS A NOTARY PUBLIC?

A Notary Public is a public officer appointed under authority of state law with power to administer oaths, certify affidavits, take acknowledgments, take depositions or perpetuate testimony and record notarial protests.

WHAT QUALIFICATIONS MUST I HAVE TO BECOME A NOTARY PUBLIC?

- * You must be at least 18 years of age.
- * You must be a registered voter in the county which you reside.

WHERE DO I APPLY TO BECOME A NOTARY PUBLIC?

You must complete a Notary Public application in the Clerk of Courts office in the county where you reside. Huron County residents should apply at the Clerk of Courts office at the Huron County Court-house, 2 East Main Street, Norwalk, Ohio, between the hours of 8:00 a.m. and 4:30 p.m, Monday through Friday.

WHAT ARE THE STEPS IN THE APPLICATION PROCESS FOR NEW NOTARIES?

- * Complete a Notary Public Application.
- * You may purchase "A GUIDE-BOOK FOR NOTARIES PUBLIC" at the cost of \$5.00 to use as a study guide before *you* take a required test.
- * Once you have studied the guide-book and feel ready to take the test, call the phone number written on the front of your booklet to take the oral test.
- * If you pass the test, your application will be signed by the Judge of the Common Pleas Court.
- * Your signed application may be picked up at the Clerk of Courts office or mailed to you at your request.

WHAT DO I DO WITH THE APPLICATION WHEN I GET IT BACK SIGNED?

You must mail the application to the address given on the application along with a fee of \$5.00 (check or money order) made payable to:
COMMISSION CLERK FOR THE GOVERNOR.

WHAT HAPPENS NEXT?

After your application is processed in Columbus, you will receive through the mail a Notary Public Certificate issued to you by the Governor.

Your commission (certificate) must be recorded in the Huron County Clerk of Courts office before notarial acts are performed. Take your certificate to the Huron County Clerk of Courts office for recording.

IS THERE A FEE FOR MY CERTIFICATE TO BE RECORDED?

YES—the fee to record your certificate is \$6.00 (or \$5.00 if you have your document notarized before you bring in your certificate).

Cash or checks are accepted. Please make your check or money order payable to: HURON COUNTY CLERK OF COURTS.

WHEN DOES MY NOTARY PUBLIC COMMISSION EXPIRE?

Your Notary Public commission expires 5 years from the date of issue.

If you are an attorney at law, your