

NOTARY PUBLIC

BECOMING A NEW NOTARY PUBLIC

Requirements

1. You must be a resident of Ashtabula County and 18 years of age. You are required to obtain your notary commission from the county of your residence. There are no other ways to obtain you notary commission.
2. You must apply IN PERSON at the Ashtabula County Law Library, Ashtabula County Courthouse, 25 West Jefferson Street, Jefferson, Ohio. You will be required to apply BEFORE you can attend the review session. Review session is by appointment ONLY!

APPLICATIONS WILL BE ACCEPTED BETWEEN THE HOURS OF
11:30 A.M. and 1:00 P.M. on the first (1st) and third (3rd) Fridays
of every month.

**THE LAW LIBRARY IS CLOSED ON ALL LEGAL HOLIDAYS AND THE
DAY AFTER THANKSGIVING.**

3. You must provide an Ohio photo I.D., such as your Ohio driver's license when you apply. If your Ohio photo I.D. does not provide a current Ashtabula County address, some other proof of Ashtabula County residency must be provided, such as a recent utility bill bearing your name and address.
4. Application fee for new applicants, which covers the cost of application processing, a review session and examination is **Forty Dollars (\$40.00)**. Fees may only be paid with cash or money order - **NO PERSONAL CHECKS WILL BE ACCEPTED!**
5. Every new notary applicant will be required to attend a review session followed by a short written examination. The review session and examination will be given at **9:00 a.m.** on the second (2nd) and fourth (4th) Fridays of every month at Eastern County Court, Ashtabula County Courthouse, BY APPOINTMENT ONLY and the location for the session is subject to change.
6. You can review the calendar with dates for application and review sessions at ashtabulacountybarassociation.com. (click on calendars)

PLEASE CONTACT THE ASHTABULA COUNTY BAR ASSOCIATION WITH ANY QUESTIONS REGARDING THIS PROCESS AT (440) 415-4503 or via EMAIL at ashtabulacountybar@gmail.com. **DO NOT CALL THE LAW LIBRARY OR THE CLERK OF COURT'S OFFICE!**