

RENEWAL OF NOTARY COMMISSION

Requirements

1. You must be a resident of Ashtabula County.
2. You must apply IN PERSON at the Ashtabula County Law Library, Ashtabula County Courthouse, 25 West Jefferson Street, Jefferson, Ohio.

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. YOU CANNOT MAKE AN APPOINTMENT TO ATTEND THE REVIEW SESSION UNTIL YOU HAVE COMPLETED THIS REQUIREMENT.

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's 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. **You must also provide a copy of your current Notary Certificate.** No other form of proof of notary status will be accepted. A copy of your current Notary Certificate may be obtained from the Ashtabula County Clerk of Courts. You may not renew your notary commission more than thirty (30) days prior to its date of expiration. If your notary commission expired more than thirty (30) days prior to the date of your application for renewal, you are required to apply as a new applicant which includes the new applicant's fee of Forty Dollars (\$40.00).
4. The application fee for renewal applicants is Twenty Dollars (\$20.00). Fees may only be paid with cash or money order - NO PERSONAL CHECKS WILL BE ACCEPTED!
5. Applicants for renewal shall only be required to attend the review session. The review session and examination will be given at **9:00 a.m.** on the second (2nd) and fourth (4th) Fridays of every month in the Eastern County Courtroom, Ashtabula County Courthouse, however; the location may be subject to change.

PLEASE CONTACT THE ASHTABULA COUNTY BAR ASSOCIATION WITH ANY QUESTIONS REGARDING THIS PROCESS AT (440) 415-4503 or via EMAIL at ashtabulacountybar@gmail.com . PLEASE DO NOT CALL THE LAW LIBRARY OR CLERK OF COURTS FOR INFORMATION. A calendar of the schedule can be located at ashtabulacountybar.com.