

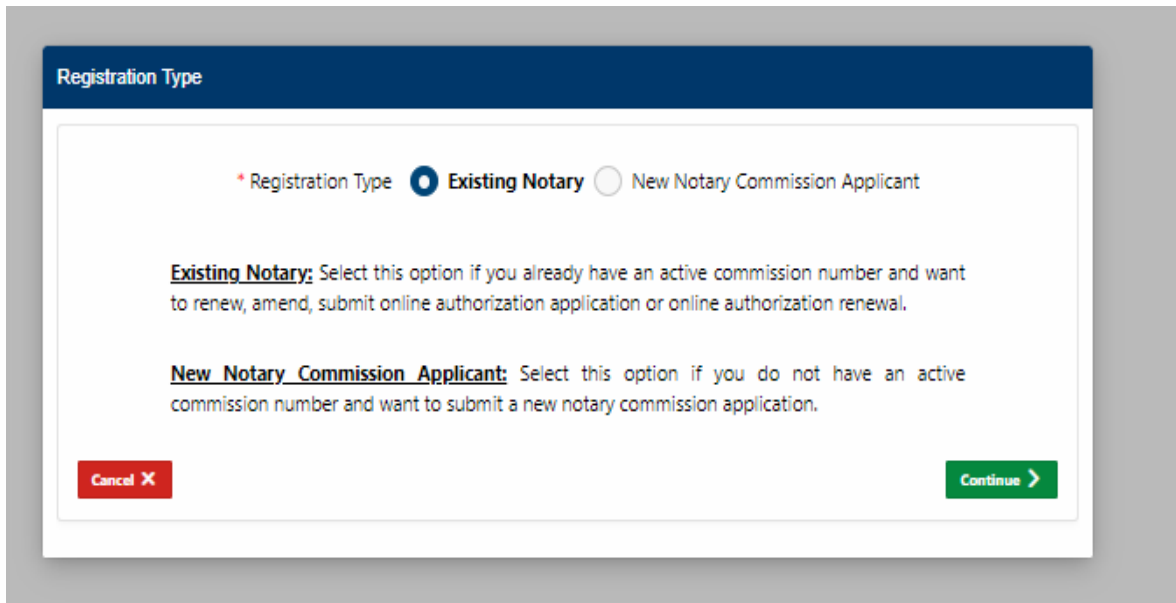
NOTARY COMMISSION SYSTEM USER GUIDE

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USER ACCOUNT PROFILE

- If you have not created an account, begin by selecting “Create Account.”



The screenshot shows a form titled "Registration Type" with a dark blue header. Below the header, there are two radio button options: "Existing Notary" (selected) and "New Notary Commission Applicant". Below the options, there are two paragraphs of text explaining each option. At the bottom, there are two buttons: "Cancel X" (red) and "Continue >" (green).

Registration Type

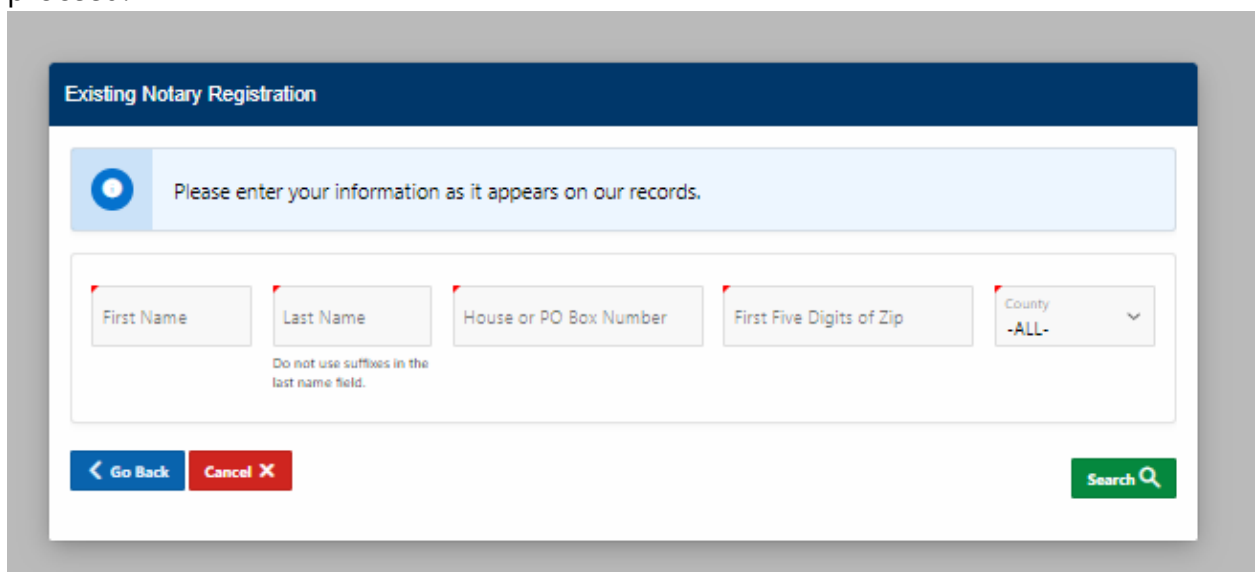
* Registration Type Existing Notary New Notary Commission Applicant

Existing Notary: Select this option if you already have an active commission number and want to renew, amend, submit online authorization application or online authorization renewal.

New Notary Commission Applicant: Select this option if you do not have an active commission number and want to submit a new notary commission application.

Cancel X Continue >

- Select “existing commission” and “continue” if you have an active notary commission in Ohio. To connect your user account to your active commission, enter your first name, last name, house/PO Box number, zip code and county. This information must match the information on our records. If the information entered does not match our records, you must enter your commission number to proceed.



The screenshot shows a form titled "Existing Notary Registration" with a dark blue header. Below the header, there is a light blue box with a blue circle icon and the text "Please enter your information as it appears on our records." Below this, there are five input fields: "First Name", "Last Name", "House or PO Box Number", "First Five Digits of Zip", and "County" (a dropdown menu). Below the "Last Name" field, there is a note: "Do not use suffixes in the last name field." At the bottom, there are three buttons: "Go Back" (blue), "Cancel X" (red), and "Search" (green).

Existing Notary Registration

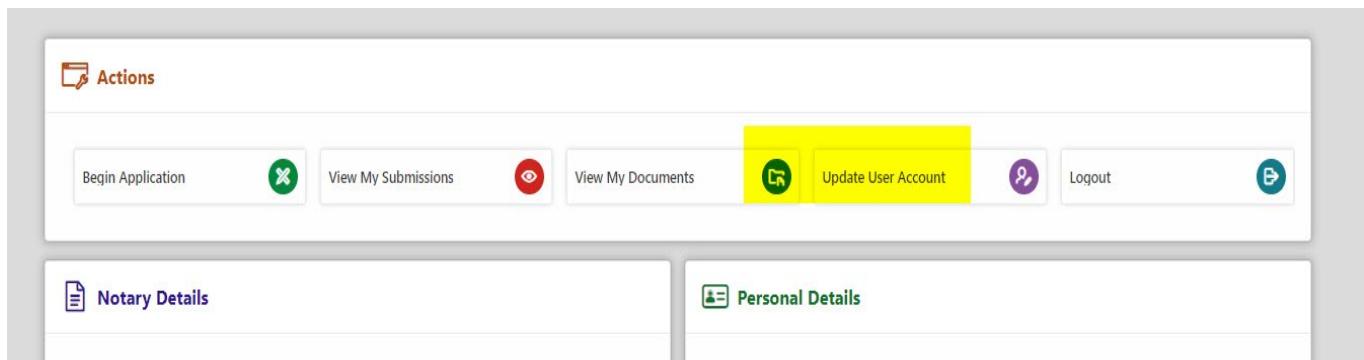
Please enter your information as it appears on our records.

First Name Last Name House or PO Box Number First Five Digits of Zip County -ALL-

Do not use suffixes in the last name field.

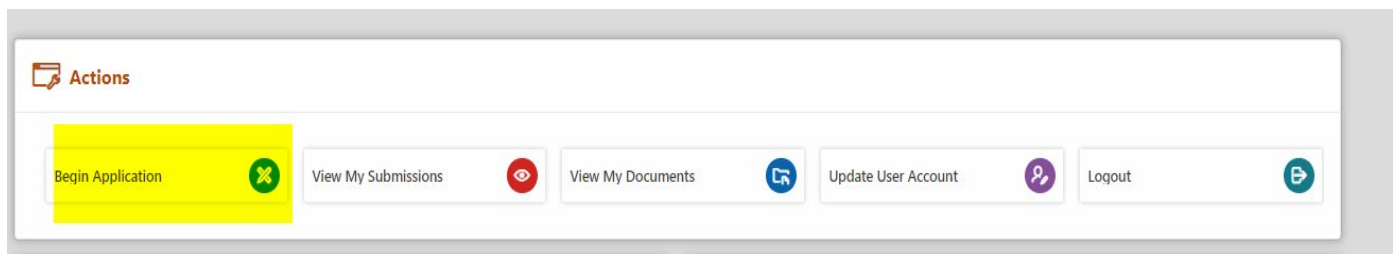
Go Back Cancel X Search

- Select “new commission” if you have an expired commission or you have never had a commission in Ohio.
- Provide all contact information to be used by our office to reach you regarding your commission. Click “Register”.
- Upon completion, you will receive an email containing your password, which will be used only one time. Each time you log into the system, you will receive an email with a password.
- When you are logged into your account, you may edit your user account details by selecting “Update User Account.”



NEW COMMISSION APPLICATION

- Log into the system by entering your email address associated with your user account and then checking your email to receive your password.
- Select “Begin Application”



- Select the appropriate type of application you are submitting – an attorney notary public application or non-attorney notary public application. To obtain an

attorney commission you must be licensed by and in good standing with the Ohio Supreme Court. Click "Continue".

The screenshot shows a process flow titled "Filing Type Selection". At the top, a progress bar has four steps: "Filing Type Selection" (highlighted with a yellow dot), "Application", "Payment", and "Submission". Below the progress bar, the text reads "Please make a selection of the type of filing." There are two radio button options: "Notary Public Type" (which is selected) and "Attorney". Under "Notary Public Type", there are two sub-options: "Attorney" and "Non-Attorney". At the bottom left is a red "Cancel X" button, and at the bottom right is a blue "Continue >" button.

- Application - The system will populate the application with information you have entered to create your user profile. You may edit this so the information is necessary so the name entered matches your official signature. The user profile details will not appear on our public database, but the address submitted on the application will appear on our public notary database. You must also enter your date of birth to show that you are at least 18 years old.


The screenshot shows a process flow titled "Initial Application". At the top, a progress bar has four steps: "Filing Type Selection" (marked with a green checkmark), "Application" (highlighted with a yellow dot), "Payment", and "Submission". Below the progress bar, the form is titled "Name" and "Address (Must be an Ohio Resident)". The "Name" section has four input fields: "First Name", "Middle Name", "Last Name", and "Suffix". The "Address" section has four input fields: "Address Line 1" (with "123 Main" entered), "Address Line 2", "City", and "State" (with "OH" entered). There are also fields for "Zip Code" and "County" (with a dropdown menu showing "-Select-").

- The application also requires you to upload four documents listed on the screen.

Required Attachments

* Image of Your Signature	Choose file	
	<small>.png .jpg .jpeg .pdf</small>	
* Criminal Records Check	Choose file	
	<small>.pdf</small>	
* Proof of Education	Choose file	
	<small>.pdf</small>	
* Proof of Completion of Test	Choose file	
	<small>.pdf</small>	

- Upon completion of the application, proceed to the payment screen.
- Enter your credit/debit card information and billing address into the payment screen and then click "continue" to review all information entered and to submit to our office. You will receive an email confirmation of your submission.

 Total filing fee : \$15.00

Payment Details

Card Type American Express	Card Number	Card Expiration Date MMYY <small>Format: MMY</small>	CVV
-------------------------------	-------------	--	-----

Billing Address

Copy Business/Residential Address

First Name	Middle Initial	Last Name	
Address Line 1	Address Line 2		
City	State Ohio	Zip Code	Country USA

[< Edit Details](#) [Cancel Filing ✕](#) [Continue >](#)

- Upon receipt by our office, the application and documents will be reviewed. If approved, a commission will be sent to your email address. If rejected, an email will be sent with information on how to correct and re-submit the application.

COMMISSION RENEWAL

- You may submit a renewal application within three months of your commission's expiration date.
- Create a profile or log into your account to submit the renewal profile.
- Select "Begin Application" and then select "Renewal". The system will only permit you to select "renewal" and proceed if you are in the appropriate 3-month window to file this application. If your commission has already expired then you must file a new commission application.
- The application will be populated with the information we have on file for your notary commission. If we do not have your date of birth in our system, you will be asked to provide this information.

The screenshot shows the 'Initial Application' form with a progress bar at the top. The progress bar has four steps: 'Filing Type Selection' (completed with a green checkmark), 'Application' (current step with a yellow circle), 'Payment' (not started), and 'Submission' (not started). Below the progress bar, the 'Name' section includes four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'Address (Must be an Ohio Resident)' section includes four input fields: 'Address Line 1' (with the example '123 Main'), 'Address Line 2', 'City', and 'State' (with 'OH' selected). There are also fields for 'Zip Code' and 'County' (with '-Select-' as a dropdown option).

- The application requires you to upload two documents.

The screenshot shows two document upload fields. The first is labeled '* Criminal Records Check' and has a file type indicator of '.png .jpg .jpeg .pdf'. The second is labeled '* Proof of Education' and has a file type indicator of '.pdf'. Both fields have a 'Choose file' button and a folder icon.

- The payment screen requests your credit/debit card information and billing address to pay the \$15.00 renewal fee.

Total filing fee : \$15.00

Payment Details

Card Type American Express	Card Number	Card Expiration Date MMYY Format: MMYY	CW
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Billing Address

Copy Business/Residential Address

First Name	Middle Initial	Last Name
Address Line 1		Address Line 2
City	State Ohio	Zip Code
		Country USA

[← Edit Details](#) [Cancel Filing ✕](#)

[Continue >](#)

- Click "Submit" and review the information before proceeding to submit it to our office. An email will be sent to you to confirm receipt.
- Upon receipt by our office, the application and documents will be reviewed. If approved, a commission will be sent to your email address. If rejected, an email will be sent with information on how to correct and re-submit the application.

ONLINE AUTHORIZATION APPLICATION

- If you have an active notary commission in Ohio, then you may apply for authorization to perform online notarizations in Ohio.
- Create a profile or log into the system and select "Begin Application".
- Select "Online Authorization Application"
- Review the information populated on the application and complete the questions asked.
- The application asks for the technology you intend to use to perform notarizations. Please provide the name of system or vendor you have selected. You must also disclose any discipline matters related to other professional licenses.
- You are required to upload two documents.

* Proof of Education

.pdf

* Proof of Completion of Test

.pdf

- The payment screen will require your credit/debit card information and billing address to pay the \$20.00 filing fee. Upon submission, you will receive an email confirmation from our office.

● Total filing fee : \$15.00

Payment Details

Card Type American Express	Card Number	Card Expiration Date MMYY <small>Format: MMYY</small>	CVV
-------------------------------	-------------	---	-----

Billing Address

Copy Business/Residential Address

First Name	Middle Initial	Last Name
Address Line 1		Address Line 2
City	State Ohio	Zip Code
Country USA		

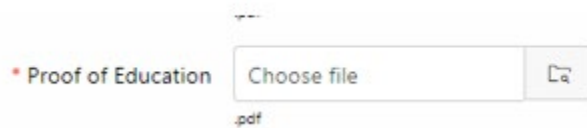
< Edit Details
Cancel Filing ✕
Continue >

- Upon receipt by our office, the application and documents will be reviewed. If approved, authorization will be sent to your email address and the public notary database will be updated to indicate that you are authorized to perform online notarizations. If rejected, an email will be sent with information on how to correct and re-submit the application. Note: No additional commission will be sent to you if you are authorized to perform online notarizations.

ONLINE AUTHORIZATION RENEWAL

- Log into the system and select "Begin Application".
- Select "Online Authorization Renewal Application" This will only permit you to select if you are within 3 months of the expiration date.

- Review the information populated on the application and complete the questions asked. You will be able to update your answers regarding the technology used to perform notarizations. You must also disclose any discipline matters related to other professional licenses.
- You are required to upload one document.



- The payment screen will require your credit/debit card information and billing address to pay the \$20.00 filing fee. Upon submission, you will receive an email confirmation from our office.

Total filing fee : \$15.00

Payment Details

Card Type American Express	Card Number	Card Expiration Date MMYY <small>Format: MMYY</small>	CVV
-------------------------------	-------------	---	-----

Billing Address

Copy Business/Residential Address

First Name	Middle Initial	Last Name
Address Line 1		Address Line 2
City	State Ohio	Zip Code
		Country USA

[← Edit Details](#)
[Cancel Filing ✕](#)
[Continue >](#)

- Upon receipt by our office, the application and documents will be reviewed. If approved, authorization will be sent to your email address. If rejected, an email will be sent with information on how to correct and re-submit the application.

COMMISSION AMENDMENT, DUPLICATE, OR RESIGNATION

- Create a User Account or log into your account and "Begin Application"
- Select "Amendment/Duplicate/Resignation" and then the applicable action.
- Within 30 days of a name change or address change, you must file an amendment with our office. A name change amendment will require you to upload a copy of your new signature, which must match the new name. This requires a \$2.00 fee and the commission will be sent to your email. There is no fee for an address change. If you have changed your name and address, select that option and follow the steps to pay the \$2.00 fee associated with the name change.
- If you have lost your commission, you may request a duplicate for \$2.00 by uploading an affidavit stating that your original commission was lost or misplaced.
- To resign as a notary public, you may select Resignation and select the effective date of your resignation. There is no fee required.