



Ohio Administrative Code Rule 111:6-1-03 Fee for Application, Education and Testing.

Effective: September 22, 2019

(A) Non-attorney notary commission application, education and testing requirements.

(1) Non-attorney notary commission applicants must complete a three-hour education program and pass a test administered by an authorized provider.

(2) The applicant shall submit to the authorized provider a fee of one hundred thirty dollars for the required education and testing as described in paragraph (A)(1) of this rule.

(3) An applicant who fails the test required by section 147.021 of the Revised Code, may apply to retake the exam not sooner than thirty days following the date of his or her last examination, and no later than six months following the issuance of the criminal records check. Should an applicant fail the exam a second time, the applicant must re-start the process with a new application including the fee as described in paragraph (A)(2) of this rule.

(4) An applicant must pay a fee of fifteen dollars to the secretary of state upon filing the application for a commission.

(B) Attorney notary commission application and education requirements.

(1) Attorney notary commission applicants must successfully complete a three-hour education program conducted by an authorized provider.

(2) The applicant shall submit to the authorized provider a fee of seventy-five dollars for the required education described in paragraph (B)(1) of this rule.

(3) An applicant must pay a fee of fifteen dollars to the secretary of state upon filing the application for a commission.



(C) Notary commission renewal application and education requirements.

(1) A non-attorney notary commission renewal applicant must successfully complete a one-hour education program, no earlier than twelve months prior to the expiration of their commission, conducted by an authorized provider.

(2) The applicant shall submit to the authorized provider a fee of forty-five dollars for the required education described in paragraph (C)(1) of this rule.

(3) An applicant must pay a fee of fifteen dollars to the secretary of state upon filing the application for a commission.

(D) Online notarization authorization application, education and testing requirements.

(1) A notary public who has been duly appointed and commissioned under section 147.01 of the Revised Code, and who is a resident of this state, may apply to the secretary of state for authorization to perform online notarizations public during the term of that notary public's commission.

(2) The applicant must successfully complete a two-hour education program and pass a test administered by an authorized provider.

(3) The applicant shall submit to the authorized education and testing provider a fee of two hundred fifty dollars for the required education and testing program.

(4) Should an applicant fail the test required by section 147.63 of the Revised Code, the applicant may apply to retake the exam not sooner than thirty days following the date of the applicants most recent examination, and no later than six months following date of completion of the education program. Should the applicant fail the exam a second time, the applicant must re-start the process with a new application including the fee described in paragraph (D)(3) of this rule.

(5) An applicant must pay a fee of twenty dollars to the secretary of state upon filing the application for authorization to perform online notarizations.



(E) Online notarization authorization renewal application and education requirements.

(1) A non-attorney notary public authorized to perform online notarial acts may apply to renew the authorization to perform online notarizations no earlier than three months prior to expiration of the applicants notary commission.

(2) An attorney notary public authorized to perform online notarial acts may apply to renew the authorization to perform online notarizations no earlier than three months prior to expiration of the online notary authorization.

(3) An applicant must successfully complete a one-hour education program, no earlier than twelve months prior to the expiration of their commission, conducted by an authorized provider.

(4) The applicant shall submit a fee to an authorized provider of one hundred sixty dollars for the required continuing education described in paragraph (E)(3) of this rule.

(5) An applicant must pay a fee of twenty dollars to the secretary of state upon filing the application for a commission.