

**RICHLAND COUNTY CLERK OF COURTS**  
**LINDA H. FRARY**  
**50 Park Avenue East**  
**Mansfield OH 44902**  
**Telephone: 419-774-5549 - Facsimile: 419-774-5547**  
**[frary.l@richlandcourtsoh.us](mailto:frary.l@richlandcourtsoh.us)**  
**[www.richlandcountyoh.us](http://www.richlandcountyoh.us)**

**NOTARY TESTING INFORMATION**

The Clerk's office administers Notary Testing on behalf of the Hon. Judge James DeWeese.  
**Total fees are \$45.00** (\$30.00 payable to the Clerk's office and \$15.00 payable to the Notary Commission for the Secretary of State once you have passed the test.)

**FIRST TIME APPLICANTS**

You must come to the Clerk's office on the 2<sup>nd</sup> floor of the courthouse to apply and pay the \$30.00 fee (no appointment is necessary). At the time you apply you must provide identification (Ohio driver's license or state issued I.D.). You will then receive a test study booklet and information sheet. This information is NOT AVAILABLE ONLINE. **YOU DO NOT NEED AN APPOINTMENT TO APPLY TO TAKE THE TEST – THE CLERK'S OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 8 A.M. TO 4 P.M.**

The test dates and deadline dates by which you must apply are at the bottom of this information (scroll all the way down to find the dates). **IF YOU DO NOT APPEAR ON THE TEST DATE YOU ARE GIVEN YOU MUST CALL 419-774-5549 TO RESCHEDULE. WE DO NOT AUTOMATICALLY MOVE YOU TO THE NEXT MONTH.**

Tests will be graded immediately after the time limit of 20 minutes has expired and applicants will be told then if they have passed. Those who pass will complete the Secretary of State's application and pay the \$15.00 fee right then and the Clerk's office will mail in the completed applications and checks.

You will receive your commission from the Ohio Secretary of State within 2-4 weeks. Prior to notarizing anything **YOU MUST RETURN TO THE CLERK'S OFFICE SO THAT WE MAY ADMINISTER YOUR OATH OF OFFICE AND RECORD YOUR COMMISSION AS A MATTER OF PUBLIC RECORD. NO APPOINTMENT IS NECESSARY AND THERE ARE NO ADDITIONAL FEES AS THEY WERE INCLUDED IN THE \$30.00 FEE.**

**RENEWING APPLICATIONS - UNEXPIRED**

**YOU MAY RENEW YOUR COMMISSION 30 DAYS PRIOR TO ITS EXPIRATION AND NO SOONER (i.e., commission expires: May 30<sup>th</sup> – application may be completed April 30<sup>th</sup> and no sooner). YOU DO NOT NEED AN APPOINTMENT TO RENEW YOUR COMMISSION – THE CLERK'S OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 8 A.M. TO 4 P.M.**

You will fill out an application form and pay a fee of \$15.00 payable to the Ohio Secretary of State. Our office will mail the form for you and there is no fee payable to the Clerk of Courts.

**It takes 2-4 weeks to receive your commission from the Governor's office and you must return to our office to have the oath of office administered to you and to record your commission as a matter of public record. The fees are \$1.00 to notarize your signature and \$5.00 for the recordation. YOUR COMMISSION MUST BE RECORDED OR WE CANNOT ACKNOWLEDGE THAT YOU ARE NOTARY IN THE STATE OF OHIO.**

**YOU DO NOT NEED AN APPOINTMENT TO HAVE THE OATH ADMINISTERED TO YOU – THE CLERK'S OFFICE IS OPEN MONDAY THROUGH FRIDAY FROM 8 A.M. TO 4 P.M.**

### **RENEWING APPLICATIONS – EXPIRED**

**YOU CANNOT RENEW YOUR COMMISSION IF IT HAS BEEN EXPIRED MORE THAN 30 DAYS – you MUST GO THROUGH THE TESTING PROCESS AS IF YOU HAD NEVER RECEIVED A COMMISSION.**

### **GENERAL QUESTIONS**

**If you have any questions about notary commissions, please contact the Notary Commission Clerk at 1-614-466-2566.**

### **TEST DATES FOR NOTARY EXAMINATIONS for 2018**

#### **TO TAKE TEST ON:**

January 8, 2018  
February 5, 2018  
March 5, 2018  
April 2, 2018  
May 7, 2018  
June 4, 2018  
July 9, 2018

#### **YOU MUST APPLY BY:**

December 27, 2017  
January 22, 2018  
February 20, 2018  
March 20, 2018  
April 30, 2018  
May 22, 2018  
June 26, 2018

#### **NO TEST IN AUGUST**

September 10, 2018  
October 1, 2018  
November 5, 2018  
December 3, 2018

August 28, 2018  
September 18, 2018  
October 23, 2018  
November 20, 2018