



COMMON PLEAS COURT

GENERAL DIVISION

Richard E. Berens, Administrative Judge
David A. Trimmer, Judge

IMPORTANT INFORMATION REGARDING NOTARY PUBLIC APPLICATIONS AND RENEWALS

In December 2018, the Governor signed Senate Bill 263, titled the Notary Public Modernization Act. Among other things, the Act shifts the application, recordation, renewal, and discipline of notary commissions from Common Pleas Courts to the Ohio Secretary of State.

The Act repeals the authority of the Common Pleas Courts to accept and process notary public applications as of September 19, 2019. Therefore, the Court has set the following deadlines and final testing dates:

Deadline to Submit an Application to Become a Notary Public: August 16, 2019
Deadline to Schedule a Notary Public Testing Date: August 23, 2019
Deadline to Submit a Renewal Application: September 5, 2019
Final Testing Date: September 5, 2019

If you are seeking to apply or renew your notary credentials *prior to* the dates set forth above, please contact Court Services Coordinator Kelly Starkey at 740-652-7433 or kelly.starkey@fairfieldcountyohio.gov for more information. If you miss any of the deadlines above, please contact the Ohio Secretary of State at (614) 644-4559 for further guidance on how to process your Notary Public Application and/or Renewal moving forward.

All remaining testing dates are set forth below. Register now as these dates fill up quickly.

February	March	April	May	June	July	August	September
13th	6th	17th	8th	5th	3rd	7th	4th
27th	13th		22nd	19th	10th	21st	5th
						28th	

Additional details about the Notary Public Modernization Act can be found here:

<https://www.legislature.ohio.gov/download?key=9362&format=pdf>

<https://www.nationalnotary.org/knowledge-center/news/law-updates/oh-senate-bill-263>

<https://www.legislature.ohio.gov/legislation/legislation-summary?id=GA132-SB-263>

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