

New Notary Course Application

Have you applied for and received a BCI records check within the last (6) months reflecting NO disqualifying offenses as is required by the Secretary of State? You may wish to do so before paying the application fee and scheduling the education course as the course fee is non-refundable.

PLEASE PRINT LEGIBLY or TYPE

Applicant Information

Full Name: _____ Age: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Email: _____
This email address is where certification of completion of course and testing will be sent.

Phone: _____ Alternate Phone: _____

*I have included a check made payable to the **Clermont County Law Library** in the amount of **\$130.00** for a 2 - part course and test that will meet the 3-hour education requirement. This course will include an onsite electronic presentation (1.5 hrs.) and an onsite live summary/review (1.5 hrs.) followed by a test.*

We will contact you to schedule dates/times for the education course upon receipt of application.

Please return application and fee to Clermont County Law Library, 270 E. Main Street, Rm A201, Batavia, Ohio 45103

Signature: _____ Date: _____

Printed Name _____

You must complete the course within 60 days of submitting or forfeit the application fee

Office Use Only – Do not mark below this line

PP presentation	Date: _____	Completed: _____
Summary/Review	Date: _____	Completed: _____
Test:	Date: _____	Score: _____
Retake:	Date: _____	Score: _____