



**STARK COUNTY BAR ASSOCIATION
APPROVED AUTHORIZED EDUCATION AND
TESTING PROVIDER IN OHIO**

**NOTARY EDUCATION CLASS
IN PERSON AT SCBA OFFICE**

**CLASSES OFFERED
EVERY 2ND & 4TH
TUESDAY**

9:00AM – 10:00AM

**RENEWING
YOUR
NOTARY PUBLIC**

PRESENTED BY:

- > **ALETHA M. CARVER**
- > **MELISSA S. ULRICH**
- > **SCOTT G. HASTINGS**

**COST :
\$45.00 NON-ATTORNEY**

**RENEWAL EDUCATION
CLASS**

Stark County Bar Association
116 Cleveland Ave., N.W.
Suite 400
Canton, Ohio 44702

Phone: 330-453-0685
E-mail: SCBANotary@StarkCtyBar.com
WWW.STARKCTYBAR.COM

**OBTAIN THE REQUIRED 1 HOUR
RENEWAL EDUCATION CLASS**

Topics to be covered:

- Requirements to update and renew a commission.
- Maintaining a notarial journal.
- Explanation of electronic notarizations.
- Overview and examples of prohibited acts.

***YOU CAN SUBMIT APPLICATION 3 MONTHS PRIOR TO EXPIRATION
BUT BCI LETTER CAN ONLY BE 6 MONTHS OLD AND EDUCATION
CERTIFICATE 12 MONTHS OLD.***

NOTARY PUBLIC RENEWAL PROCESS:

1. Visit the Ohio Secretary of State's Notary website at <https://ohiosos.gov/notary> to apply to Renew your Notary. The law requires a formal criminal records check. Peace officers do not need a BCI report. NOTE: The applicant must upload their OPOTA Certificate in lieu of the BCI report when submitting a notary renewal application.
2. Take an in-person or online class. Visit the Stark County Bar Association's website for information or visit the office to schedule your education class. (Steps 1 & 2 can be done simultaneously!) Once you have finished the education either in-person or online, you then notify the Secretary of State who will then send your notary commission to you once your application is approved.
3. Visit www.Starkctybar.com or visit the Stark County Bar Association for your notary supplies needs.