EVERY EXAM PREP · CHEAT SHEET

Ohio Notary Cheat Sheet 2026

The night-before summary, built like the exam.

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Questions	Time limit	Passing score
$145	**Ohio Secretary of State**	
Exam fee	Governing body	

Every figure is from Ohio Revised Code Chapter 147 or Ohio Administrative Code Chapter 111:6-1, read on November 15, 2026. The section is given beside each. Ohio publishes no question count, pass mark or time limit for the test, so none appears here.

The test in five lines

- Non-attorney: three-hour program and a test from an authorized provider (OAC 111:6-1-03(A)).
- Attorney: the program, no test (ORC 147.01(B)(4)(c)).
- Every provider tests all twenty-two topics and offers several versions (OAC 111:6-1-02(C), (F)).
- Retake: no sooner than thirty days after the last exam, no later than six months after the records check (OAC 111:6-1-03(A)(3)).
- Second failure: new application and the fee again.

Deadlines and limits

What	Figure	Section
Criminal records check age	Within the preceding six months	ORC 147.01(B)(3)
Commission term, non-attorney	Five years	ORC 147.03
Earliest renewal application	Three months before expiration	ORC 147.031(C)
Renewal program	One hour, within twelve months before expiration	OAC 111:6-1-03(C)
Report a name or address change	Within thirty days	ORC 147.05(B)
Identification age	Current, or expired no more than three years	ORC 147.50(B)(1)
Forfeit for acting after expiration	Up to $500	ORC 147.11

Fees

Item	Amount	Section
Provider fee, first commission (non-attorney)	$130	OAC 111:6-1-03(A)
Provider fee, attorney program	$75	OAC 111:6-1-03(B)
Provider fee, renewal program	$45	OAC 111:6-1-03(C)
Filing payment to the Secretary of State	$15	OAC 111:6-1-03(A)(4)

Source: Ohio Secretary of State · Last verified November 16, 2026

Online authorization: provider / state	$250 / $20	OAC 111:6-1-03(D)
Notarial act, not online (maximum)	$5, not per signature	ORC 147.08(A)(1), (C)
Online notarization (maximum)	$30, never added to the $5	ORC 147.08(A)(2), (B)
Technology fee, online	Up to $10 per session	ORC 147.08(D)(2)
Certified copy / duplicate commission	$5 / $2	ORC 147.06, 147.371

Travel: a reasonable fee agreed before the act (ORC 147.08(D)(1)).

Acts and certificates

Act	Key test
Acknowledgment	Signer appears and declares the signature is theirs for the stated purpose (ORC 147.011(A), 147.53)
Jurat	Oath or affirmation that the statement is true, and signing in the notary's presence (ORC 147.011(C), 147.54)
Deposition	Notary has the compelling power of a county-court judge (ORC 147.51(A)(3))

Certificate contents: venue, wording, date, signature exactly as commissioned, printed name below it, seal, expiration date (ORC 147.542(F)). Never an acknowledgment certificate where an oath was given; never a jurat certificate where none was.

Seal

- State coat of arms in a circle, three-quarters of an inch to one inch across.
- Words such as notary public, the notary's name and State of Ohio.
- Ink or embossed. Obtain it before any act (ORC 147.04).

Traps

- Attorney-notaries skip the test but not the program.
- The $5 and $30 fees are alternatives, never added.
- A credible witness with a stake in the deal is not credible.
- An online notary must be inside Ohio; the signer need not be.
- Acting after expiration is penalized but the acts stay valid.
- A non-attorney may explain acknowledgment and jurat but not choose between them.

Checklist before every act

- Signer present, or properly online.
- Identity settled by knowledge, a qualifying credential or a credible witness.
- Document complete, no conflict, signer seems free and capable.
- Oath given if it is a jurat.
- Certificate complete, with seal and expiration date.

Official sources

- Ohio Legislative Service Commission — Ohio Revised Code Chapter 147 — Notaries Public and Commissioners: https://codes.ohio.gov/ohio-revised-code/chapter-147
- Ohio Secretary of State (rules published by the Legislative Service Commission) — OAC 111:6-1-02 — Notary commission education and testing requirements: https://codes.ohio.gov/ohio-administrative-code/rule-111:6-1-02

- Ohio Secretary of State (rules published by the Legislative Service Commission) — OAC 111:6-1-03 — Fee for application, education and testing: https://codes.ohio.gov/ohio-administrative-code/rule-111:6-1-03

Free practice questions for this exam: www.everyexamprep.com/exams/oh-notary/practice-test