

Adams County Clerks of Courts New Notary Course Application

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

APPLICATION INFORMATION

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

Address: _____
Street Address Apartment/Unit#

City State Zip Code

Email: _____

Phone: _____ Alternate Phone: _____

I have included a check made payable to the Adams County Clerk of Courts Office 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 presentation/pre-test (1.5 hrs) and an onsite live summary/review (1.5) followed by a test.

Class Dates: (all classes start at 1 p.m. & are located in the Courthouse Annex Conference Room)

____ January 13th, 2026 ____ February 10th, 2026
____ March 10th, 2026 ____ April 14th, 2026 ____ May 12th, 2026
____ June 16th, 2026 ____ July- No Class ____ August 11th, 2026
____ September 8th, 2026 ____ October 13th, 2026 ____ November 10th, 2026

Please return application and fee to Adams County Clerk of Courts Office, 110 West Main St, Rm. 207, West Union, OH 45693

Signature: _____ Date: _____

Class Attended	Date: _____	Completed: _____
Summary/Review	Date: _____	Completed: _____
Test:	Date: _____	Score: _____
Retake:	Date: _____	Score: _____

**** REGISTRATION FORM AND PAYMENT MUST BE RECEIVED BY THE 1ST OF THE MONTH PRIOR TO THE CLASS YOU PLAN TO ATTEND**