

# Adams County Clerks of Co. Renewal 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)

Expiration of Current Commission: \_\_\_\_\_

## 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 \$45.00 for the 1-hour education course requirement. This 1-hour review course will be a live presentation.

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

\_\_\_\_ January 13<sup>th</sup>, 2026      \_\_\_\_ February 10<sup>th</sup>, 2026  
\_\_\_\_ March 10<sup>th</sup>, 2026      \_\_\_\_ April 14<sup>th</sup>, 2026      \_\_\_\_ May 12<sup>th</sup>, 2026  
\_\_\_\_ June 16<sup>th</sup>, 2026      \_\_\_\_ July- No Class      \_\_\_\_ August 11<sup>th</sup>, 2026  
\_\_\_\_ September 8<sup>th</sup>, 2026      \_\_\_\_ October 13<sup>th</sup>, 2026      \_\_\_\_ November 10<sup>th</sup>, 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: _____
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**\*\* REGISTRATION FORM AND PAYMENT MUST BE RECEIVED THE 1<sup>ST</sup> DAY OF THE MONTH OF THE CLASS YOU PLAN TO ATTEND**