Notary Public
FACT SHEET

FAIRFIELD COUNTY • OHIO AUDITOR
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What is a notary public?

A notary public is a state-appointed official who serves as an impartial witness to deter fraud. They are empowered by the state to perform various acts that add an extra layer of security and credibility to legal proceedings. Notaries uphold trust and protect individuals. They support our efforts to **Serve • Connect • Protect.**

To be a notary, a person must meet the following requirements:

- Have no criminal convictions, and
- Be at least 18 years old and a legal resident of Ohio, or
- Be an attorney admitted to practice law in the state with a primary practice in Ohio.

What certifications and/or trainings are needed to obtain notary certification?

In Ohio, notaries undergo a background check, complete an educational course, and pass a test. Qualifications vary from state to state.

What types of documents do notaries most typically work with?

Notaries often verify signatures on legal documents, such as real estate documents and affidavits.

What is the process for getting a document notarized through the Auditor's Office?

The Auditor's Office currently has seven notaries on staff:

Real Estate Office at 108 N. High St.
Rachel Elsea, Lori Kidder, Crystal Walker, and Julie White

Admin Courthouse Office at 210 E. Main St.
Angel Horn, Joanna Vanderbilt, and Michelle Wright

The offices have regular business hours from 8 a.m. – 4 p.m., Monday-Friday. There is no charge for this service and no appointment is needed. Please remember to bring government-issued identification along with the documents that need to be notarized.



Did You Know?

The practice of the notary public dates back to ancient Roman times when few people were taught to read and write. A notarius was appointed as a public official to create written documents of agreement or wills and hold them for safekeeping.

In colonial America, persons of high moral character were appointed as public notaries to certify and keep safe documents of shipping and bills of lading for transatlantic shipping.

National Notary Public Day was established in 1975 as a day to recognize notaries for their public service and their contributions to commerce. The date of November 7 was chosen in recognition of the day that America's first notary, Thomas Fugill, was appointed in 1639.

The Ohio Secretary of State's office commissions and maintains records of all notaries public in Ohio.

Learn more at:
https://www.ohiosos.gov/notary/information/