

Dear Applicant:

Please find enclosed the information you requested for your Notary Commission Please read and follow the directions below.

IF YOU ARE OBTAINING A NEW COMMISSION

Study the enclosed pamphlet. You will be required to take a 25-question objective test over material contained in the pamphlet A score of 72% is required to pass. When you feel that you are ready to take the Notary test, please call (513)896-6671 for an appointment. Tests are given Monday through Thursday between 10:00 AM and 3:30 PM. At the time you take the examination please bring the enclosed application and affidavit with you. They MUST be completed and notarized before your appointment. Also, bring with you a check or money order for **\$55.00** made out to, **Butler County Bar Association.**

You will be taking your test at the Butler County Bar Association office located at, 6 South Second Street, Suite 720; Hamilton, Ohio 45011.

IF YOU ARE RENEWING YOUR COMMISSION

Complete the enclosed application and affidavit, have your signatures notarized, and return them to 6 South Second Street, Suite 720; Hamilton, Ohio 45011.

Also, enclose your check or money order for **\$40.00** made out to, **Butler County Bar Association.** We will process your application, obtain the necessary judicial signature on the state application, and return it to you with further instructions. The entire process may take four to five weeks. **Your application may be mailed to us no earlier than 6 weeks prior to your expiration date.**

There will be an additional fee of \$15.00 to obtain your commission from the Supreme Court and a \$5.00 fee to record your commission in the Clerk's office, which you will pay at a later date.

If you have any question, please call the above number.

Very truly yours,

Hanna B Haddad
Executive Director
Butler County Bar Association