

# 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 14<sup>th</sup>, 2025      \_\_\_\_ February 11<sup>th</sup>, 2025  
\_\_\_\_ March 11<sup>th</sup>, 2025      \_\_\_\_ April 8<sup>th</sup>, 2025      \_\_\_\_ May 13<sup>th</sup>, 2025  
\_\_\_\_ June 10<sup>th</sup>, 2025      \_\_\_\_ July 8<sup>th</sup>, 2025      \_\_\_\_ August 12<sup>th</sup>, 2025  
\_\_\_\_ September 9<sup>th</sup>, 2025      \_\_\_\_ October 14<sup>th</sup>, 2025      \_\_\_\_ November 18<sup>th</sup>, 2025

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**