

Apply to become a Notary Public

To apply to become a Notary Public, you will need to complete the online application form. The application can be found on the Clerk's Authority website at <http://www.gsccca.org>.

1. Select **Notary & Apostilles**
2. Select **Notaries**
3. Select **Notary Public Application Form**
4. Scroll down to Step 2 and Select the **web-based application** link
5. Select your county.
6. Enter the 3-digit code that displays on the screen. (If the code does not appear, contact GSCCCA Customer Support at 800-304-5174 or 404-327-9760.)
7. Enter the appropriate application type (new or renewal).
 - a. **(New Applicants)** If endorser signatures are required, have your endorsers sign the application once it is printed out. *(Endorsers are character references who live in your county of application, have known you for over 30 days, and are not related to you.)*
8. Follow the on-screen instructions to complete the form.
9. Review your application and make sure it is correct.
10. Select the **Submit Application** button at the bottom of the page.
11. Select the **Print** button on the page to print the application.
12. As of January 1, 2025, All **NEW** and **RENEWAL** notaries public are required to complete an educational training class relating to the duties of notaries public. The training course must be completed prior to the initial appointment and within 30 days prior to each subsequent renewal appointment. To register, please go to <https://eLearn.gsccca.org>.
 - a. You must print the certificate of completion of course and bring it to the Clerk's Office.
13. Take the **completed application, certificate of training completion, and your photo identification** to the Clerk of Superior Court in the county of application to finish the application process, **pay the appointment fee of \$53.00** (Cash, check, & card with an attached \$2.00 fee), and take the oath of office.
14. Purchase a notary seal (metal emboss type or rubber ink stamp) from an office supply store or from a notary trade association. *Note: For renewing notaries: you may use your existing notary seal/stamp if the information on the seal matches exactly the information on the new commission.*

*****Georgia Notaries Public Required To Maintain Journal*****

As of January 1, 2025, a notary public shall maintain a written or electronic journal which shall include an entry for each notarial act performed at the request of a self-filer. Each such entry shall include the name of the self-filer; the self-filer's address; the self-filer's telephone number; the date, time, and location of notarization; the type of government issued photo identification document presented by the self-filer, unless the identity of the self-filer was confirmed based on personal knowledge; elements of such identification document, if applicable, including any identifying number; the self-filer's signature; and the type of document presented for notarization.