



Georgia Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

☐ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older
- U.S. resident or permanent resident alien
- Reside in the county where application is filed
- Have an operating telephone number
- Able to read and write English

☐ **Step 2**

I purchased my state-required Notary seal and supplies at NationalNotary.org/GA/Become or I called 1-800-876-6827.

☐ **Step 3**

I have received my supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

☐ **Step 4**

I have completed the mandatory [training course](#) provided by GSCCCA and have received my training certificate of completion.

☐ **Step 5**

I checked if my county allows me to complete the [notary application online](#). If my county isn't listed on the [Superior Clerks' website](#), I'll need to get the application from the Clerk of Superior Court in my county of residence.

Step 6

I have paid my state filing fee and taken my oath of office at the Clerk of Superior Court in my county of residence.

☐ **Step 7**

I have received my Notary certificate of appointment from the clerks office.

☐ **Step 8**

I have emailed a copy of my commission certificate with my NNA Customer ID number to: Releasing@NationalNotary.org or via fax to 1-800-833-1211.



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❑ **Step 9**

Once my documents have been received, my stamp will be shipped within 3-5 business days.

NOTE: Any [Georgia Notary package](#) you purchase from the NNA will include all of your state required items: Notary stamp, and fee schedule. It's the best and most convenient way to make sure you have everything you need to become a Georgia Notary.

Questions? Contact our Customer Care Professionals

Email: Services@NationalNotary.org

Website: www.NationalNotary.org/GA/Become

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)