Georgia Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

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)

❑ **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 GA; reside in the county where application is filed; nonresidents may apply if employed or does business in the county where I apply**
- **Have and provide an operating telephone number**
- **No previous commission or professional license revocation, suspension, or restriction in any state; no commission of any prohibited act listed in OCGA; no unauthorized practice of law**
- **Able to read and write English**

❑ **Step 2**

I purchased my state-required Notary seal and supplies at www.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 training if required by my county.

- Clayton County
- Cobb County
- Fulton County

❑ **Step 5**

I have gone to https://apps.gsccca.org/NotaryApplication/ to see if I can apply online. If not, I need to get an application from the Clerk of Superior Court of my county of residence.

❑ **Step 6**

I have paid my $37 filing fee and taken my oath of office.

❑ **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.

❑ **Step 9**

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