



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

Step 4

I completed my commission application online at <http://apps.gscca.org/NotaryApplication/> if my county allows, **or** submitted it in person to the office of the Superior Court Clerk:

**Georgia Superior Court Clerks' Co-operative Authority
Notary Division
1875 Century Blvd., Suite 100
Atlanta, GA 30345**

Step 5

I have received my certificate of appointment from the state.

Step 6

I have emailed or faxed a copy of my certificate of appointment to the NNA: Releasing@nationalnotary.org or via fax to 1-800-833-1211. Once my documents have been received my stamp will be shipped within 3 business days.

Step 7

I have received my seal stamp and insurance.