

## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/GA/Renew](http://www.NationalNotary.org/GA/Renew)

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/Renew](http://www.NationalNotary.org/GA/Renew) 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](mailto: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.