



# Georgia Notary Commission Process

## *Step-by-Step Instructions to Renew My Notary Commission*

### ☐ **Step 1**

I am eligible to renew as 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/Renew](http://NationalNotary.org/GA/Renew) 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.

### ☐ **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](mailto: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.

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

**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)