

Notary – Renewal Mail In Instructions

Mail in Renewal Applications are valid **only** for those current appointments from Gwinnett County that are *within their 30 day expiration period*. (Expired commissions MUST complete a NEW application) ****Original signatures are currently required****

- Renewal Application must be completed on the Clerks' Authority web site at <http://www.gsccca.org/Projects/npapp.asp>
- You **must NOT appear in person** at the Gwinnett County Superior Court
 - You **MUST mail** (address below)
 - Completed renewal application *it must be notarized*
 - Copy of driver's license (more information below)
 - Payment (more information below)
 - Self addressed stamped envelope
- The fee is \$48.00 payable to Clerk of Superior Court, Gwinnett County
 - check or money order ****no cash please****
- A copy of your verification of identity and residence is required (you must include a copy of one or more of each with your application)
 - A valid Georgia driver's license or I.D. card with current legal name and residence ****preferred for proof of identity & residence****
 - A valid United States passport (identity only; must be valid; separate proof of residency required)
 - If bordering state renewal: valid copy of resident state driver's license
 - For holders of LPR (Legal Permanent Resident) or DACA
 - Addendum A must be printed and filled out
 - Copy of card must be mailed in
 - For holders of Work Visas ***must reflect as valid 2 years or longer*** (those less than 2 years will be reviewed on a case by case basis)
 - Addendum B must be printed and filled out
 - A letter from employer stating (a) how long employed and (b) whether being commissioned Notary is required for their job on official letterhead must be mailed in
 - Copy of card must be mailed in

If your valid Georgia driver's license does not have your current legal residence or lists a P.O. Box, you will also need to provide a copy of one of the following as proof of residence:

- A valid voter identification card; or
- Such other valid identification by a local or state government or by the United States government. (weapon permit, voter registration, car registration, etc)

PLEASE NOTE: After your application has been processed, you will receive 3 certificates in the mail for you to sign. One of those signed certificates MUST be returned to us before your commission is actual valid and you are able to perform notarial acts. Failure to return the signed certificate may result in a revocation.

Please contact our office for any questions or concerns at 770-822-8196.

Address:

Gwinnett County Superior Court – Notary Division
75 Langley Drive
Lawrenceville, Ga. 30046

Mjm 12/08/2021