



CLERK OF SUPERIOR COURT  
STATE COURT AND MAGISTRATE COURT  
Gwinnett County Courthouse  
Post Office Box 880  
Lawrenceville, GA 30046-0880

Tiana P. Garner  
Clerk of Court

## New Notary Requirements Effective January 1, 2025

With the adoption of House Bill 1292, Georgia's notaries public will be required to complete an educational training course as part of the application process. The educational requirement applies to **all** notary applicants, whether it is a new or a renewal application. Additionally, notaries will be required to maintain a journal of their notarial acts performed at the request of a self-filer.

**(g)(2) A notary public shall maintain a written or electronic journal** which shall include an entry for each notarial act performed at the request of a self-filer. Each such entry **shall include** the name of the self-filer; the self-filer's address; the self-filer's telephone number; the date, time, and location of notarization; the type of government issued photo identification document presented by the self-filer, unless the identity of the self-filer was confirmed based on personal knowledge; elements of such identification document, if applicable, including any identifying number; the self-filer's signature; and the type of document presented for notarization.

**(h)(1) A notary public shall complete an educational training** class relating to the duties of notaries public as provided for in this chapter. Such training shall be completed prior to the initial appointment and **within 30 days prior to each subsequent renewal appointment.**

The approved notary educational training course will be available December 1, 2024 and will be housed on the Authority eLearn site at: <https://elearn.gsccca.org/>.

This educational training is provided at no costs to you. You will receive a certificate of completion that must be printed and submitted with your new/renewal application.

More information regarding HB 1292 can be found at:

<https://www.gsccca.org/notary-and-apostilles/notaries/public-education-rules>

Additional notary information and applications can be found at:

<http://www.gsccca.org/Projects/npapp.asp>

Gwinnett court notary filing fees, ID requirements, addendum forms and other information can be found at: [gwinnettcourts.com](http://gwinnettcourts.com)