

Notary – Renewal *Mail In Instructions*
***will be accepted through December 31, 2020**

EFFECTIVE OCTOBER 1, 2020 Mail in Renewal Applications are valid ***only*** for those current appointments from Gwinnett County that *are within their 30 day expiration period.* (Until then commissions expired or expiring June through September 30 will be accepted)

- Renewal Application must be completed on the Clerks' Authority web site at <http://www.gscca.org/Projects/npapp.asp> (even if already expired, this is acceptable)
- 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 \$46.00 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

If your valid Georgia driver's license does not have you 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