

Notary –New Application Instructions

Any Individual Interested in Becoming a Notary Public Shall Submit Application to the Clerk of Superior Court of the County in which the Individual Resides or, When Applying Under the Provisions of Code Section 45-17-7, to the Clerk of Superior Court of the County in Which the Individual Works or has a Business. The Applicant Shall Sign and Swear or Affirm as to the Truthfulness of the Application.

Original Signatures are Required; Applicants May Sign at Clerk's Office

- Applications Must be Completed & Printed Online at Clerks' Authority Website: <http://www.gsccca.org/Projects/npapp.asp>.
- Effective November 1, 2017 All New Notary Applicants Must Complete the Online Notary Training Available at <http://eLearn.gsccca.org>. There is a **\$2** Fee Associated with Completion of the Class and Final Exam. You Must Score a **90%** or Higher to Receive the Completion Certificate. Print Certificate will need to be presented with your completed application. Exemption for attorneys only - a current Georgia Bar card will need to be presented in lieu of testing.
- You **must** appear in person to the Clerk of Superior Court office located on the 1st floor, east wing of Gwinnett Justice and Administration Center between Monday - Friday 8:00am - 5:00pm.
- The fee is **\$52.00** payable to Clerk of Superior Court, Gwinnett County (**cash, check or money order ONLY**)
- Verification of residence is required
 - A valid Georgia driver's license (**Temporary licenses are NOT acceptable**);
 - A valid United States passport;
 - A valid voter identification card; or

Such other valid identification by a local or state government or by the United States government.

- For holders of LPR (Legal Permanent Resident) or DACA

Addendum A must be printed and filled out

- Card must be presented

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

Card must be presented

The applicant must provide a home address on all applications as their official contact address. **Business addresses and/or P. O. Boxes are not acceptable.**

If the address on your driver's license is different than the address on your application you must also provide one of the following that has the application address and your name listed: Valid vehicle registration, valid voter's registration, valid weapons carry permit, or a valid property tax bill.