

Notary – Renewal Instructions

Notary Renewal Applications May be Submitted Within **30** Days Prior to the Expiration Date. (*Expired Commissions MUST Complete a NEW Application*)

****ORIGINAL SIGNATURES REQUIRED****

- Complete & Print Renewal Application Online at Clerks' Authority Website:
<http://www.gsccca.org/Projects/npapp.asp>
- Submit Original Signed & Notarized Renewal Application – With:
 - ✓ Valid Driver's License/ID (Address **Must** Match Application)
 - ✓ Payment of **\$52.00 Cash, Check or Money Order** Made Payable to:
"Clerk of Superior Court, Gwinnett County"

NO DEBIT/CREDIT CARDS – NOT ACCEPTED

Verification/Proof of Your Identity & Residence is Required:

(Photo ID & Physical Address – NO P.O. Boxes/Work Addresses)

- ✓ Valid Georgia Driver's License/ID Card (**NO Temporary License**)
with Current Name and Physical Residence ***Preferred Proof***
- ✓ Valid Weapons Permit
- ✓ Valid United States Passport (**Identity Only**)
- ✓ Valid Vehicle Registration (**Residence Only**)
- ✓ Current Voter's Registration (**Residence Only**)
- ✓ Current County Tax Bill/Receipt (**Residence Only**)

If Bordering State Renewal: Present Valid Resident State Driver's License

Holders of LPR (Legal Permanent Resident) or DACA

Addendum A – Must be Printed and Filled Out – Present Card/Extension Letter

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 – Present Card/Extension Letter

***Required** – Letter From Employer on Official Company Letterhead with Original Signature Stating:

- ✓ How Long Employed
- ✓ Job Requirement as a Commissioned Notary

Please Contact Our Office with Questions and/or Concerns at 770-822-8196