INSTRUCTIONS FOR NOTARY PUBLIC APPLICATIONS

PLEASE READ INSTRUCTIONS COMPLETELY BEFORE FILLING OUT APPLICATION

1. Applicant must be:
   a. A legal resident of FULTON COUNTY.
   b. Be at least 18 years of age.
   c. A citizen or a legal resident of the United States.
   d. Have and provide at the time of the application, the applicants operating telephone
      number.
   e. Be able to read and write the English language.

2. For proof of residency in Fulton County
   a. A valid Georgia’s Driver’s license with current FULTON COUNTY address.
   c. A Valid FULTON COUNTY voter registration card.
   d. A valid identification by a Local or State or United State Government.

3. Please type or print all information with the exception of the endorser’s signatures.

4. Logon to WWW.GSCCCA.ORG and click Georgia Notary Online Application at the bottom of
   the page

5. Select Fulton County as your county of residence.

6. Enter the 3 Digit Code Displayed at the bottom of the page and click continue.

7. Select the Application Type (New application) and click on Next Step

8. Enter your application information in the field provided. (Endorsers must be over 18 years of
   age, legal resident in the county specified above and may not be related to the applicant.
   The endorser information must be completed before the application is processed)

9. Review and submit application and print a copy of the application packet.

10. Sign the application in the presence of a Deputy Clerk.

11. Present the application at one of the following locations: IF YOU PLAN TO APPLY AT
    EITHER OF THE ANNEX OFFICES, PLEASE CALL FIRST, OFFICE MAY BE
    CLOSED DURING LUNCH BREAK.

   Superior Court
   136 Pryor Street
   First Floor
   Atlanta, GA 30303
   (404) 612-5373 or 5374

   North Annex
   7741 Roswell Road
   Room 234
   Atlanta, GA 30350
   (404) 613-5755 or 5757

   South Annex
   5600 Stonewall Tell Road, Room 219B
   College Park, GA 30349
   (404) 612-4117 or 4118

   West Annex
   5440 Fulton Industrial Boulevard
   Suite 165
   Atlanta, GA 30336
   (404-612-4116

12. Sign the application in the presence of our Deputy Clerk.

13. The processing fee is $37.00

14. Your certificate will be issued to you at that time.

15. A commission stamp with the new expiration date may be purchased from any office supply
    store using the gold raised seal certificate. Notaries commissioned or renewing their
    commission after July 1, 1985, shall provide a seal of office which shall have for its
    impression the notary’s name, the words “Notary Public,” the name of the state, and the
    county of his/her appointment (OCGA 45-17-6).

Revised 02/7/14 sm