

IF YOU WOULD LIKE TO RENEW YOUR NOTARY COMMISSION, PLEASE LOG-ON TO WWW.GSCCCA.ORG TO APPLY FOR NOTARY RENEWAL. YOU MUST RENEW YOUR COMMISSION WITHIN 30 DAYS OF THE EXPIRATION DATE. APPLICATION RECEIVED MORE THAN 30 DAYS IN ADVANCE OF THE EXPIRATION DATE WILL BE REJECTED. ANY APPLICATION RECEIVED AFTER THE EXPIRATION DATE WILL BE REJECTED. CAREFULLY READ THE FOLLOWING INSTRUCTION BEFORE COMPLETING THE APPLICATION. WE APPRECIATE YOUR BUSINESS.



CATHELENE "TINA" ROBINSON

FULTON COUNTY CLERK OF SUPERIOR COURT

PROOF OF CURRENT FULTON COUNTY RESIDENCE IS REQUIRED AT TIME OF APPLICATION

Renewal By Mail

Renewal in Person

- 1) Logon to WWW.GSCCCA.ORG and click Georgia Notary Online Application at the bottom of the page.
- 2) Click on Online Notary Application to complete your application online.
- 3) Select Fulton County as your county of residence.
- 4) Enter the 3 Digit Code Displayed at the bottom of the page and click continue.
- 5) Select the Application Type (Renewal application) and click on Next Step.
- 6) Enter your application information in the fields provided.
- 7) Verify and submit application and print a copy of the application packet.
- 8) Sign the application in the presence of a notary.
- 9) Mail the complete application, copy of your driver's license with current Fulton County address, and \$44.00 check or money order to **Fulton County, Clerk of Superior Court; 136 Pryor Street, Atlanta, GA 30303; Attn: Certification-Renewal**
- 10) **Please make checks payable to: Fulton County Clerk of Superior Court**
 - If your name has changed, you must send proof of said change. If your driver's license does not reflect the name change, a certified copy of said proof is required. The certified copy will be mailed back to you along with your certificate. A new seal is also required.
- 11) You will receive your certificate via U.S. Mail
- 12) Please sign all three certificates and send one of the raised seal certificates back to our office within 5 business days to complete the process.
- 13) A commission stamp with the new expiration date may be purchased from any office supply store using one of the raised seal certificates. 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).

- 1) Logon to WWW.GSCCCA.ORG and click Georgia Notary Online Application at the bottom of the page.
- 2) Click on Online Notary Application to complete your application online.
- 3) Select Fulton County as your county of residence.
- 4) Enter the 3 Digit Code Displayed at the bottom of the page and click continue.
- 5) Select the Application Type (Renewal application) and click on Next Step.
- 6) Enter your application information in the fields provided.
- 7) Verify and submit application and print a copy of the application packet.
- 8) Sign the application in the presence of a Deputy Clerk.
- 9) Present the application at one of the following locations: **IF YOU PLAN TO RENEW AT EITHER OF THE ANNEX OFFICES, PLEASE CALL FIRST, OFFICE MAY BE CLOSED DURING LUNCH BREAK.**

Superior Court	North Annex	South Annex	West Annex
136 Pryor Street	7741 Roswell Road	5600 Stonewall Tell	5440 Fulton
First Floor	Room 234	Road, Room 219B	Industrial Boulevard
Atlanta, GA 30303	Atlanta, GA 30350	College Park, GA	Suite 165
(404) 612-5373 or	(404) 613-5755 or	30349	Atlanta, GA 30336
5374	5757	(404) 612-4117 or	(404) 612-4116
		4118	

- 10) Sign the application in the presence of our Deputy Clerk.
- 11) The processing fee is \$39.00
- 12) Your certificate will be issued to you at that time.
- 13) 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).

IF YOU HAVE ALREADY RENEWED YOUR NOTARY COMMISSION, PLEASE DISREGARD THIS NOTICE

Revised 3/24/11 rjs