



Honorable Cathelene "Tina" Robinson  
Clerk of Superior Court, Fulton County  
136 Pryor Street  
Atlanta, GA 30303

**INSTRUCTIONS FOR NOTARY COMMISSION RENEWAL (VIA MAIL & IN PERSON)**

IF YOU WOULD LIKE TO RENEW YOUR NOTARY COMMISSION, PLEASE LOG-ON TO [WWW.GSCCCA.ORG](http://WWW.GSCCCA.ORG) TO APPLY FOR NOTARY RENEWAL. YOU MUST RENEW YOUR COMMISSION WITHIN 30 DAYS OF THE EXPIRATION DATE. **APPLICATIONS RECEIVED MORE THAN 30 DAYS IN ADVANCED OF THE EXPIRATION DATE WILL BE REJECTED. ANY APPLICATIONS RECEIVED AFTER THE EXPIRATION DATE WILL BE REJECTED.** CAREFULLY READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. WE APPRECIATE YOUR BUSINESS.

**RENEWAL BY MAIL**

1. LOGON TO [WWW.GSCCCA.ORG](http://WWW.GSCCCA.ORG) AND CLICK GEORGIA NOTARY ONLINE APPLICATION AT THE BOTTOM OF THE PAGE AND CLICK ON ONLINE NOTARY APPLICATION TO COMPLETE YOUR APPLICATION.
2. SELECT FULTON COUNTY AS YOUR COUNTY OF RESIDENCE AND ENTER THE 3 DIGIT CODE DISPLAYED AT THE BOTTOM OF THE PAGE AND CLICK CONTINUE.
3. SELECT THE APPLICATION TYPE (RENEWAL APPLICATION) AND CLICK ON NEXT STEP.
4. ENTER YOUR APPLICATION INFORMATION IN THE FIELDS PROVIDED.
5. VERIFY AND SUBMIT APPLICATION AND PRINT A COPY OF THE APPLICATION PACKET.
6. **SIGN THE APPLICATION IN THE PRESENCE OF A NOTARY.**
7. MAIL THE COMPLETE APPLICATION, COPY OF YOUR DRIVER'S LICENSE WITH CURRENT FULTON COUNTY ADDRESS AND A **\$42.00 CHECK OR MONEY ORDER TO: FULTON COUNTY CLERK OF SUPERIOR COURT, 136 PRYOR STREET, SW, ATLANTA, GA 30303. ATTN: NOTARY CERTIFICATION RENEWAL.**
8. PLEASE MAKE CHECKS PAYABLE TO: FULTON COUNTY CLERK OF SUPERIOR COURT.
9. IF YOUR NAME HAS CHANGED, YOU MUST SEND PROOF OF CHANGE. IF YOUR DRIVER'S LICENSE DOES NOT REFLECT THE NAME CHANGE, A CERTIFIED COPY OF PROOF IS REQUIRED. THE CERTIFIED COPY WILL BE MAILED BACK TO YOU ALONG WITH YOUR CERTIFICATE. A NEW NOTARY SEAL IS ALSO REQUIRED TO BE PURCHASED FROM ANY OFFICE SUPPLY STORE OF YOUR CHOICE. YOU WILL RECEIVE YOUR CERTIFICATE VIA U.S. MAIL.
10. **PLEASE SIGN ALL THREE COPIES AND SEND ONE OF THE RAISED SEAL CERTIFICATES BACK TO OUR OFFICE WITHIN 5 DAYS TO COMPLETE THE PROCESS.**

**RENEWAL IN PERSON**

1. PLEASE FOLLOW STEPS 1-5 ON THE PREVIOUS PROCESS (STEPS 1-5 ONLY).
2. AFTER YOU HAVE COMPLETED STEPS 1-5, SIGN THE APPLICATION IN THE PRESENCE OF A DEPUTY CLERK.
3. PRESENT THE APPLICATION AT ONE OF THE FOLLOWING LOCATIONS.  
--SUPERIOR COURT: 136 PRYOR STREET, 1<sup>ST</sup> FLOOR, ATLANTA, GA 30303 (404)612-5373 OR 5374  
--NORTH SERVICE CENTER: 7741 ROSWELL RD, RM 234, ATLANTA, GA 30350 (404)613-5755 OR 5757  
--SOUTH SERVICE CENTER: 5600 STONEWALL TELL RD, RM 219B COLLEGE PARK, GA 30349 (404)612-4117 OR 4118  
--WEST SERVICE CENTER: 5440 FULTON INDUSTRIAL BLVD, STE 165, ATLANTA, GA 30336 (404)612-4116  
IF YOU PLAN TO RENEW AT EITHER OF THE SERVICE CENTER LOCATIONS, PLEASE CALL FIRST, OFFICES MAY BE CLOSED DURING LUNCH HOURS.
8. PLEASE PAY BY CASH, CHECK OR MONEY ORDER IN THE AMOUNT IF \$37 TO THE FULTON COUNTY CLERK OF SUPERIOR COURT.
9. YOUR CERTIFICATE WILL BE ISSUED TO YOU AT THIS TIME.

\*\*\*PLEASE NOTE: A COMMISSION STAMP WITH THE NEW EXPIRATION DATE MAY BE PURCHASED AT ANY OFFICE SUPPLY STORE USING THE CERTIFICATE WITH A RAISED SEAL. ACCORDING TO OCGA 45-17-6, 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.