

CATHELENE "TINA" ROBINSON  
FULTON COUNTY, CLERK OF SUPERIOR COURT  
136 Pryor Street  
Atlanta, GA 30303

**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.
  - b. A valid United States Passport.
  - 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](http://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.**

<b>Superior Court</b> 136 Pryor Street First Floor Atlanta, GA 30303 (404) 612-5373 or 5374	<b>North Annex</b> 7741 Roswell Road Room 234 Atlanta, GA 30350 (404) 613-5755 or 5757	<b>South Annex</b> 5600 Stonewall Tell Road, Room 219B College Park, GA 30349 (404) 612-4117 or 4118	<b>West Annex</b> 5440 Fulton Industrial Boulevard Suite 165 Atlanta, GA 30336 (404-612-4116
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12. Sign the application in the presence of our Deputy Clerk.
13. The processing fee is \$39.00.
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).