

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

**INSTRUCTIONS FOR NEW 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 applicant's 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 States Government.

**Fulton County policy:** Additional proof is required if applicant presents the following:

  - **U.S. Passport** - Driver's license with **FULTON COUNTY** address or Voter's Registration Card.
  - **Valid FULTON COUNTY Voter Registration Card** – Valid Driver's License or valid picture ID.
  - **Valid identification by local or state or United States government** - Valid Driver's License or valid ID with **FULTON COUNTY** address or valid **FULTON COUNTY** Voter Registration card.
4. Logon to [www.gsccca.org](http://www.gsccca.org) and click Georgia Notary Online Application at the bottom of the page.
5. Click on Notary Online Application.
6. Select Fulton County as your county of residence. Click on Next Step.
7. Enter the 3 Digit Code displayed on the page and click Continue.
8. Select the Application Type (New application) and click on Next Step.
9. Enter your application and endorsers' information in the fields provided. (Endorsers must be over 18 years of age, legal resident in **FULTON COUNTY** and may not be related to the applicant). Endorser must have known the applicant for one month or more. Endorser information must be completed and signed before the application can be processed.
10. Click on Review Application. Click on Make Changes if there are corrections to be made. If not, click on Submit Application.
11. Print application packet. Present application to the Clerk's office within 30days.
12. **Sign the application in the presence of a Deputy Clerk.**
13. 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.**

<b>Superior Court</b>	<b>North Annex</b>	<b>South Annex</b>
136 Pryor Street	7741 Roswell Road	5600 Stonewall Tell Road,
First Floor	Room 234	Room 219B
Atlanta, GA 30303	Atlanta, GA 30350	College Park, GA 30349
(404) 730-5374 or 5373	(404) 613-5755 or 5757	(404) 612-4117 or 4118
14. The processing fee is \$30.00. Make all checks payable to **FULTON COUNTY CLERK OF SUPERIOR COURT**. 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).

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