

# **FINAL INSTRUCTIONS FOR NEW NOTARY PUBLIC COMMISSION APPLICATION**

**IMPORTANT - YOU MUST COMPLETE THESE INSTRUCTIONS TO MAKE YOUR NOTARY COMMISSION ACTIVE AND OFFICIAL!**

Please follow these steps to complete the application process:

1. Sign your Application in Section III A in the presence of a Notary Public.
2. Have the Notary Public who witnessed your signature sign the Application in Section III B.
3. If you have not already done so, complete Section IV - Endorsements of Applicant.
4. Have both Endorsers sign under their name in Section IV.
5. Take the completed Application to the DOUGLAS Superior Court Clerk's office for processing. The address and phone number is as follows:

**HON. ANNETTA D. STEMBRIDGE  
DOUGLAS COUNTY CLERK OF SUPERIOR COURT  
8700 HOSPITAL DRIVE  
DOUGLASVILLE, GA 30134-4501**

**Telephone: (770) 920-7252**

**Effective July 1, 2024,**

- All New and Renewal applicants must include a criminal background check performed by a local law enforcement agency with their application.\*
- All New and Renewal applicants must complete the online notary training and exam and pass with a score of 90% or above (available at: <https://eLearn.gsccca.org>). There is a \$2 fee associated with the exam.\*

*\*Exemption for attorneys only* - Must present a current Georgia Bar card.

The fee for a notary commission is **\$55.00** for a four year term. Douglas County Clerk of Superior Court accepts cash, local checks, or money orders (payable to Douglas County Clerk of Superior Court) for payment. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday (scheduled holidays excluded).

The applicant must use their residential address in the application. Applicants must bring their **completed application**, the **exam Certificate of Completion**, and a **criminal background check issued by a local law enforcement agency** (no more than 30 days old) to the Douglas County Clerk of Superior Court office for processing within 30 days of the online entry. Applications not processed within 30 days will be deleted from the online site and the applicant will be required to re-enter all information.

All applicants must bring government or state issued identification for verification of identity and residency (i.e.: valid driver's license; valid passport; valid voter identification card; or such other valid identification by a local or state government or by the United States government).

All **NEW** applicants must provide the names of two endorsers. Endorsers must be Douglas County residents, have known you for over 30 days, and may not be related to you. You must provide their residential address, a telephone number and they must sign the application.

Renewal applications are valid only for those holding a current, unexpired appointment from Douglas County. You may renew 30 days prior to your expiration date, but you must renew on or before the expiration date.

If you have questions please contact the Superior Court Clerk's office using the phone number listed above.

# APPLICATION FOR NOTARY PUBLIC COMMISSION

## I. APPLICANT INFORMATION

Name First/Middle/Last	Address	Phone	DOB	Sex

## II. AFFIDAVIT

Georgia, \_\_\_\_\_ County

To the Honorable \_\_\_\_\_, Clerk of \_\_\_\_\_ Superior Court:

I, the undersigned, in making this application for a Notary Public Commission, do hereby state that:

1. I am a legal resident in this county and reside at the address shown above OR I am a resident of a state bordering on the State of Georgia and carry on a business or profession in the State of Georgia in this county or am regularly employed in the State of Georgia in this county at the address shown above;
2. I am at least eighteen years old, and my age and sex are shown above;
3. I am a United States citizen or I am a legal resident of the United States;
4. I have an operating phone, the number is listed above; and
5. I can read and write the English language.

I, the undersigned applicant, further state that I submit this application to be appointed a notary public pursuant to the provisions of Title 45, Chapter 17, Article 1, as amended, of the Official Code of Georgia Annotated. I list below all denials, revocations, suspensions, restrictions, or resignations of any notary commission held by me and list below all my criminal conviction(s), including any plea(s) of nolo contendre, except minor traffic violations:

## III. DECLARATION OF APPLICANT AND NOTARY PUBLIC

### A.

I, the undersigned applicant, do solemnly swear/affirm under penalty of perjury that the personal information I have written in this application is true, complete and correct.

*Signature of Applicant*

### B.

Georgia, \_\_\_\_\_ County

On the date and time written herein, the person who signed the preceding declaration appeared before me and, in my presence, swore/affirmed that he/she understood the document and freely declared it to be truthful.

*Official Seal of Notary*

*Official Signature of Notary*

#### IV. ENDORSEMENTS OF APPLICANT

A. Georgia, \_\_\_\_\_ County

To the Honorable \_\_\_\_\_, Clerk of \_\_\_\_\_ Superior Court:  
I, the undersigned, being 18 years of age or older and a legal resident of the stated county, believe the applicant for Notary Public Commission named herein, who is not related to myself, to be a person of integrity, good moral character, and capable of performing notarial acts. I have known the applicant for one month or more.

1. Name of Notary Applicant	
2. Endorser Information	
a. Name	
b. Address	
c. Phone Number	
d. Date	
e. Endorser Signature	

B. Georgia, \_\_\_\_\_ County

To the Honorable \_\_\_\_\_, Clerk of \_\_\_\_\_ Superior Court:  
I, the undersigned, being 18 years of age or older and a legal resident of the stated county, believe the applicant for Notary Public Commission named herein, who is not related to myself, to be a person of integrity, good moral character, and capable of performing notarial acts. I have known the applicant for one month or more.

1. Name of Notary Applicant	
2. Endorser Information	
a. Name	
b. Address	
c. Phone Number	
d. Date	
e. Endorser Signature	

#### V. APPOINTMENT OF NOTARY BY CLERK OF SUPERIOR COURT

Having read and considered the application of this applicant and it appearing that the above-named applicant has met the requirements to be appointed a notary public, it is hereby ordered that applicant is hereby appointed pursuant to O.C.G.A. section 45-17-2.4 a notary public for a four year term beginning on the date specified, upon his/her taking and subscribing the oath prescribed by law.

Term of Appointment		Clerk/Deputy Clerk of Superior Court
Beginning		
Ending		

#### VI. OATH OF OFFICE

Georgia, \_\_\_\_\_ County

I, the undersigned applicant for a notary public commission, do solemnly swear/affirm that I will well and truly perform the duties of a notary public to the best of my ability; and I further swear/affirm that I am not the holder of any public money belonging to the state and unaccounted for, so help me God.

Date:		<i>Signature of Applicant</i>
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Sworn and subscribed before me on the date written.

Date:		<i>Clerk/Deputy Clerk of Superior Court</i>
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#### VII. E-MAIL ADDRESS

Optional e-mail address to be displayed on the [www.gsccca.org](http://www.gsccca.org) Notary Search: \_\_\_\_\_