

Apply to become a Notary Public

To apply to become a Notary Public you need to complete the online application form. The application can be found on the GSCCCA.org website at <http://www.gsccca.org>.



- Select the **Authority Projects** menu option on the left.
- Select the **About Notaries Public** menu option on the left.
- Select the **Notary Public Application Form** menu option on the left.
- Select the **Notary Online Application** link in the center of the page.
- Complete as much information as possible on the application.
- Press the **Submit** button at the bottom of the application when complete.
- Review your application and make sure it is correct.
- Press the **Submit Application** button at the bottom of the page.
- Press the **Print** button on the page to print your application.
- Sign your application.
- Have your endorsers sign your application.
- Bring your completed application to the clerk's office in the county for which you applied so it can be processed.

Please visit the **Superior Court Clerks** section of the <http://www.gsccca.org> website for clerk office locations.

Becoming a Notary Public Instructions

Notary Application Fee \$37

** Payments may be made by cash, check (local only) or money order. We do not accept debit or credit cards.*

Qualifications:

1. Must be 18 years of age or older
2. Must be a resident of Georgia
3. Must be a resident of Muscogee County, Georgia OR be employed in Muscogee County, Georgia
4. Must be fluent in the English language.

Instructions:

1. Fill out the Notary public application online at www.gsccca.org/Projects/npapp.asp
(Note: No handwritten information is permitted except for the endorser signature. The application must be completed through the Clerks' Authority online application form. .)
2. **Submit & Print** the application.
3. Have the application notarized.
4. Bring the application, identification (state or federal) and the fee to Court Records on the 2nd floor of the Columbus Consolidated Government Center Tower.
5. You are required to sign and swear to the truthfulness of the information you provided on the application.

For any additional assistance with the notary application please contact 1-800-304-5174.