# NOTARY PUBLIC COMMISSION

# INSTRUCTIONS FOR NEW/RENEWAL APPLICANTS

**NOTE: Effective July 1, 2024, the fee for a notary commission increased to $52.00. Effective January 1, 2022**

* + 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://eLeam.gsccca.org).
  + All notary commissions are issued by **APPOINTMENT** only. **Contact (706) 672-4416** to schedule an appointment.

The fee for a notary commission is **$52.00.** Meriwether County Clerk of Superior Court accepts cash, credit and debit cards, checks and money orders (payable to Meriwether County Clerk of Superior Court) for payment.

**All applicants must provide proof of residency with one of the following:**

* + A valid Georgia Driver's license with current Meriwether County address.
  + A valid Meriwether County voters registration card.
  + A valid identification by a Local or State or United States Government.

## - In addition to -

**1.** The completed and signed notary application. **2.** A background check issued by a local law enforcement agency that is no more than 30 days old. **3.** A copy of the notary exam certificate of completion, with a score of 90% or higher.

Applicants must bring their completed application to the Meriwether County Clerk of Superior Court's office for processing within 30 days of the online entry. The applicant must use their residential address in the application. Endorsers must be over 18 year's old, legal residents of Meriwether County and not be related to the applicant, and you must provide the endorser's residential address.

**Renewal applications are valid only for those holding a current, unexpired appointment from Meriwether County**.

You may renew 30 days prior to your expiration date, but you must renew on or before that date.

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

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

Please follow these steps to complete the application process:

**Start your application process at** [**www.gsccca.org**](http://www.gsccca.org)

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 MERIWETHER Superior Court Clerk's** office for processing. The address and phone number are as follows:

## HON. KYEMESHIA T. GIBSON

**MERIWETHER COUNTY CLERK OF SUPERIOR COURT 100 NORTH COURT SQUARE**

**GREENVILLE, GA. 30222**

**Telephone: (706) 672-4416**