

HOW TO BECOME A NOTARY PUBLIC IN THE STATE OF GEORGIA

WHAT A NOTARY PUBLIC DOES

A notary public is an officer of the State of Georgia who has the power and authority to:

- Witness or attest signatures or executions of deeds and other written instruments
- Take acknowledgments
- Administer oaths and affirmations
- Witness affidavits
- Take verifications
- Make certified copies of documents

QUALIFICATIONS

To be eligible to become a notary public of the State of Georgia for Dougherty County, you must:

- Be at least 18 years old
- A resident of Georgia
- A resident of **Dougherty County**
- A resident of state bordering Georgia who carries on a business or profession in Dougherty County
- Able to read and write the English language

HOW TO APPLY FOR A NOTARY PUBLIC APPOINTMENT

To apply for appointment as a notary public:

- You must obtain and complete an application by the Clerk of Dougherty County Superior Court.

[Click here to APPLY for the FIRST TIME NOTARY COMMISSION](#)

[Click here to APPLY FOR THE RENEWAL NOTARY COMMISSION](#)

The Clerk of Dougherty Superior Court is Evonne S. Mull. See below for information about contacting or locating the Clerk's office, or other questions you may have about applying to become a notary public.

- You are required to sign and swear or affirm to the truthfulness of the information you provide on the application.
- In addition to the information shown above, you are required to state on the application form all criminal convictions you have had, including any plea of nolo contendere, except minor traffic violations.
- Endorsements of two persons, who are not your relatives, who are 18 years old and who reside in Dougherty County, stating that you are a person of integrity, good moral character, and capable of performing notarial acts.
- The application (or renewal) fee for a notary public is \$37.00. The Clerk of Dougherty County Superior Court accepts cash, money orders, or personal checks from within the State of Georgia.
- New applications must be completed and brought to the Clerk of Dougherty County Superior Court's office.

COMMISSION

- The Clerk of Dougherty Superior Court is required by law to review your application and either grant or deny a commission.
- The Clerk of Dougherty Superior Court may deny your application, if you have been convicted of any crimes or entered a nolo contendere plea to any crime other than a traffic violation, or if you have ever had a notary commission revoked, suspended or restricted.
- The Clerk will issue a certificate of appointment, the Clerk notifies the Georgia Superior Court Clerks' Cooperative Authority, a state agency responsible for maintaining a statewide registry of notaries public, which will send you an official identification card showing you are a notary and the term of your appointment.

TERM OF OFFICE

- A notary public serves a term of office for four years from the date of commission.
- The commission may be revoked at any time if a notary violates any notary public law, performs any illegal notarial act, or is found to have submitted an application or endorsement for a notarial commission containing substantial or significant misstatement or omission of fact.
- Renewal of a commission may be done in person or by mail at the end of the term of office.

SEAL OF OFFICE

- For authentication of notarial acts, a notary public is required by law to provide a seal of office.
- The seal shall contain your names, the words "Notary Public," "Georgia," and "Dougherty County".
- The seal may either be an embossing device or a rubber stamp.
- All notarial acts must be documented by your notary seal.
- You may purchase your notary seal at an office supply or stamp printing business.

FEES OF NOTARIES

The fees a notary may charge the public for performing notarial acts are:

- \$2.00 for administering and oath.
- \$2.00 for each attendance on any person to make proof as a notary public.
- It is not lawful to charge more than \$4.00 for each service performed. The \$4.00 fee includes a \$2.00 fee for performing the notarial act and \$2.00 for attendance to make proof as a notary public and certifying the same
- A notary public is not required to charge for notarial acts.
- You must inform the person requesting the notarial act in advance of the fees that will be charged.

For more information or questions concerning commissioning of notary publics, visit the Georgia Superior Court Clerks' Cooperative Authority's site at

<http://www.gscca.org/>