

DEBRA DEBERRY
CLERK OF SUPERIOR COURT



Monday – Friday
8:30 A.M. – 5:00 P.M.
404-371-2836

CLERK OF SUPERIOR COURT
556 NORTH MCDONOUGH STREET, G-50
DECATUR, GEORGIA 30030
www.dksuperiorclerk.com

New Notary Application Checklist

Follow these steps to complete New Notary Application process:

- Go to Georgia Clerk's Authority / New Notary Application:**
<https://apps.gsccca.org/NotaryApplication/>
- Complete & print Notary Application.** Once completed three certificates will print by default.
- Sign Application and have notarized*** Sign your Application in Section 111 A in the presence of a Notary Public. *Have the Notary Public who witnessed your signature, sign the Application in Section III B.
- Confirm Endorsers:** New Notary Applications must have two (2) endorsers. Have both Endorsers sign under their name in Section IV:
 - Endorsers Must Be: 18 years or older, non-related, DeKalb County Residents that have known you for over 30 days,
 - Endorsers must sign the endorsement page on the application.
 - **Note:** An application will be rejected if the notary is the same as an endorser or if they are related, in any way, to the applicant.
- Proof of Identification:** Provide a Copy of Valid Driver's License* or State Issued I.D. * Address on all proof of residence and identification MUST MATCH address on application.
- Proof of Residence* - The following documents are the only accepted proof of residency:**
 - A second form of Government or State issued I.D. or driver's license showing current address, or
 - Current Voter identification card with current address, or
 - Valid DeKalb gun permit with current address
 - ***Note:** P.O. Boxes cannot be used for proof of residence.
- Payment:** Business Check or Money Order for **\$50.00** - Made Payable to **Clerk of Superior Court, DeKalb County**. Personal check are not accepted.

Mail or Bring Application and all required copies to:

DEKALB COUNTY CLERK OF SUPERIOR COURT
556 N. MCDONOUGH ST.
SUITE G-50
DECATUR, GA 30030

Notary Commission Renewal: Renewals must be done within 30 days of expiration date. Renewal applications are valid only for those holding a current, unexpired appointment from DeKalb County. You may renew by mail within 30 days prior to your expiration date, but you must renew