

DEBRA DEBERRY
CLERK OF SUPERIOR COURT



Notary Department
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



Notary Application Checklist (UPDATED AS OF JANUARY 2025)

Follow these steps to complete New Notary Application process:

- Go to:** <https://elearn.gsccca.org/> to complete the **REQUIRED** Notary Training Certification class.
- Upon completion of the course, 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.

Cost: \$54.00 Payment Options: Cash, Debit or Credit Card+, Business Check* or Money Order*

*Made Payable to Clerk of Superior Court, DeKalb County. Personal checks are not accepted. †Credit card surcharge of 2% fee + \$1.00

Mail or Bring Application and Certification of Completed Training with all required copies to:

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



Effective 1/1/2025, HB 1292 Requires that all New and Renewal Notary Commissions, complete an online training course. Go to elearn.gsccca.org/

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 on or before that date. If your notary has expired, complete a New Notary Application. **You must complete the required training and provide a certificate of completion.**