

NOTARY COMMISSION ONLINE PROCEDURES

YOU MUST BE A FLOYD COUNTY RESIDENT TO OBTAIN YOUR NOTARY COMMISSION IN FLOYD COUNTY, WITH THE EXCEPTION OF NEIGHBORING STATE RESIDENTS WHO WORK IN FLOYD COUNTY. YOUR ENDORSERS MUST BE FLOYD COUNTY RESIDENTS.

*****Beginning January 1, 2025, ALL Notary Applicants MUST complete the training course on the Clerks Authority website. The training course can be found at this URL:**

<https://elearn.gsccca.org>

Go online to www.gsccca.org

Scroll down to the bottom of the page

Click on Notary and Apostilles

Click the middle box: Notary Public Application Form

Scroll down to Step 2

Click on web-based application

Use the drop down arrow under 1. County of Residence and select **Floyd**

Click Next Step

Check application type

- New
- Renewal

Complete the training course and application online and print the course certificate of completion. When filling out the application, make sure you have entered your ***personal HOME address (EXCEPT OUT OF STATE RESIDENTS USE THEIR WORK ADDRESS FOR THEMSELVES)** and have 2 Endorsers' personal HOME addresses and phone numbers. Also please type your name the way you want to sign it EVERY time you notarize something. For example if you only want to sign your first and last name, fill out your application with **JUST YOUR FIRST AND LAST NAME**. If you enter your email address, you will receive a reminder shortly before your license expires. After you have completed the application, print it, have your endorsers sign in their appropriate areas and bring it into the Clerk of Superior Court's office with **\$55.00 CASH OR BUSINESS CHECK ONLY**. If you have any questions or concerns, please call our office at 706-291-5190. Our office is located at 3 Government Plaza, Suite 101, Rome, GA 30161.

Notary Public Changes – EFFECTIVE 1/1/2025

Effective 1/1/2025, Georgia's notaries public will be required to:

- Complete an educational training course as part of the application process
 - The educational requirement applies to ALL notary applicants, whether an initial (new) application or renewal application
 - The educational course is free-of-charge and is available at <https://eLearn.gsccca.org>
- Notaries public must maintain a journal of their notarial acts performed for real estate documents at the request of a self-filer. Journal entries shall include:
 - The name of the self-filer
 - The self-filer's address
 - The self-filer's telephone number
 - The date, time and location of notarization
 - The type of government-issued photo identification document presented by the self-filer, unless the self-filer was confirmed based on personal knowledge
 - Elements of such identification documents, if applicable, including any identifying number
 - The self-filer's signature
 - The type of document presented for notarization

The new requirements become effective January 1, 2025.