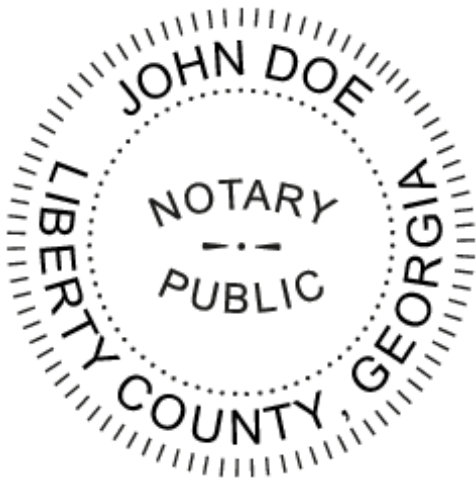


March 17, 2020

**ISSUANCE OF A STATE OF EMERGENCY
DUE TO THE CORONAVIRUS**

METHOD TO APPLY FOR NOTARY PUBLIC

To apply to become a Notary Public you must complete the online application form. The application can be found on the GSCCCA.org website at:
<https://www.gsccca.org>.



- Select the **Notary & Apostilles** menu
- Select **Notaries** menu
- Select **Notary Public Application Form** menu
- Read the complete process
- Under Step 2 Select web-based application
- Press **Submit** application when complete
- Review application
- Press **Submit** application when complete
- Press **Print**
- Sign your application in front of a notary
- Have your 2 endorsers from the County in which you reside, sign your application (Exception: Renewals no endorsers needed)
- Bring your completed application to the Clerk's Office in the county in which you reside for processing.
- Cost is \$48.00

When filling out the form online, the system will ask you to select your county. It must be the county of your residency. **You must be a resident of Liberty County to apply here.** Exception, if you live in a State bordering Georgia and you're doing business in that County you may apply in that County. After completing the notary application online, please print the application and sign in front of a notary. **First time applicants**, you will need to have two endorsers sign stating that you (the applicant) are known to be of good character. The endorsers must be a person that has known you for over 30 days and are not related to you. After completing these steps email the clerk's office at: clerk@libertycountyga.com stating that you have completed all steps and are ready for an appointment to come in. Please include a phone number for us to contact you. We will either call you or email you with the time to come into the office. Any questions, please call the clerk's office at: 912-876-3625.