METHOD TO APPLY FOR NOTARY PUBLIC
Fee Increase Effective July 1, 2024

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.

IMPORTANT INFORMATION:

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.

Prior to applying for a notary public, you're required to take an educational training class relating to the duties of a notary public and within 30 days prior to a renewal of your notary. There is a $2.00 fee for the exam. The training link is :
https://elearn.gsccca.org/home/index.php

Please print the exam certificate and bring with you to our office.

First time applicants, you will need 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 is not related to you. **After completing ALL steps, you may email the clerk's office at: clerk@libertycountyga.com for an appointment or walk-ins are welcome. We're open Monday through Friday from 8:30 AM to 5:00 PM.** Any questions, please call the clerk's office at: 912-876-3625.

Thank You!

Complete the steps below:

-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)

- **Schedule an Appointmen**t with Clerk's Office in the county in which you reside for processing or walk-in to complete. Application must be completed with endorsements.

- **Bring your completed application with you.**

- **Cost is $55.00.**