**NOTARY APPLICATION INSTRUCTIONS FOR CARROLL COUNTY**

IF YOU ARE ASKED FOR MONEY OR CREDIT CARD, YOU ARE AT THE WRONG WEBSITE. PLEASE CONTACT THE CLERK’S OFFICE, (770) 830 – 5830.

You must be 18 yrs. old and a resident of Carroll County with the exception of being employed in Carroll County and live in Alabama.

1. Go to [WWW.GSCCCA.ORG](http://WWW.GSCCCA.ORG) (make sure you use 3 Cs)

 Georgia Superior Court Clerk’s Cooperative Authority

1. At the bottom right of the home page: click on “Georgia Notary Online Application”
2. Select county of residence (Carroll)
3. Type in 3 digit code & click “continue.”
4. Select application type (new or renewal), click “next step.”
5. Enter your application information. Please note: enter your name the way you want to sign it. The way you enter your name is the way you must sign when you notarize. After you have entered all information, including your 2 endorsers, their addresses and phone numbers, click on “review application.” \*\*\***ENDORSERS MUST BE RESIDENTS OF THE SAME COUNTY IN WHICH YOU ARE LIVING AND APPLYING – THEY MUST NOT BE RELATED TO THE PERSON APPLYING\*\*\***
6. If all of your information looks correct, then please click “Data Verification” then “Submit Application.”
7. After you SUBMIT your application, then you can PRINT your application.
8. **Get your 2 endorsers from Carroll County to SIGN** their part of the application then bring to Room 203 of the Courthouse. Do not sign the 1st page until you are in the presence of a Notary Public.
9. It is highly recommended that ALL notaries obtain a copy of the Georgia Notary Handbook as it contains important legal information concerning Notary law. The handbooks can be ordered from the Georgia Clerk’s Authority website ([www.gsccca.org](http://www.gsccca.org)) or directly from the American Society of Notaries.

**Notary Application Fee = $50.00 (CORRECT CHANGE)**

**Pay at the Courthouse – *CASH, CHECK or MONEY ORDER ONLY***