

# FINAL INSTRUCTIONS FOR NEW NOTARY PUBLIC COMMISSION APPLICATION

IMPORTANT - YOU MUST COMPLETE THESE INSTRUCTIONS TO MAKE YOUR NOTARY COMMISSION ACTIVE AND OFFICIAL!

Please follow these steps to complete the application process:

1. Sign your Application in Section III A in the presence of a Notary Public.
2. Have the Notary Public who witnessed your signature sign the Application in Section III B.
3. If you have not already done so, complete Section IV - Endorsements of Applicant.
4. Have both Endorsers sign under their name in Section IV.
5. Take the completed Application to the WORTH Superior Court Clerk's office for processing. The address and phone number is as follows:

**HON. BRENDA HICKS  
WORTH COUNTY CLERK OF SUPERIOR COURT  
201 NORTH MAIN ST.  
COURTHOUSE ROOM 13  
SYLVESTER, GA 31791**

**Telephone: (229) 776-8205**

## **Effective January 1, 2020**

All **NEW** and **RENEWAL** applicants must complete the online notary training and exam and pass with a score of 90% or above (available at: <https://eLearn.gscca.org>). There is a \$10 fee associated with the exam.

The fee for a notary commission is **\$49.50** for a four year term. Worth County Clerk of Superior Court accepts cash, money orders and business checks (payable to Worth County Clerk of Superior Court) for payment. Personal checks are not accepted. Office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday (scheduled holidays excluded).

Applicants must bring their **completed application** and the **exam Certificate of Completion**, to the Worth County Clerk of Superior Court office for processing within 30 days of the online entry. Applications not processed within 30 days will be deleted from the online site and the applicant will be required to re-enter all information. Notaries with renewals may renew their notary commission up to 30 days prior to their expiration date.

All applicants must bring government or state issued identification for verification of identity and residency (i.e.: valid driver's license; valid passport; valid voter identification card; or such other valid identification by a local or state government or by the United States government).

All new applicants must provide the names of two endorsers. Endorsers must be Worth County residents, have known you for over 30 days, and may not be related to you. You must provide their residential address, a telephone number and they must sign the application.

Renewal applications are valid only for those holding a current, unexpired appointment from Worth County. You may renew 30 days prior to your expiration date, but you must renew on or before that date.

If you have questions please contact the Superior Court Clerk's office using the phone number listed above.