

# Notary Information

**Effective July 1,2018 all applicants must include a Sherriff's Office Criminal Background Check with their application. The background check must be less than 30 days old.**

The Clerk's Office issues notary commissions under the authority of The Georgia Superior Court Clerks' Cooperative Authority (GSCCCA). Applicants must apply in the county of residence. Rockdale County residents who wish to obtain a notary commission may apply online. Applicants must bring a completed application, including witness signatures and a Sherriff's Criminal Background Check to the Clerk's Office to receive the notary commission.

Georgia also allows residents of neighboring states to apply to become notaries public. These out-of-state residents must own a business in Georgia or be regularly employed in Georgia and must apply with the Clerk of Superior Court in the county where they own a business or are employed. *Note: Only out-of-state residents may apply in their county of employment; Georgia residents may only apply in their county of residence.*

All Rockdale County notaries wishing to renew their commissions must do so by completing a renewal application online. The applicant must bring the completed application along with a Sherriff's Office Criminal Background Check to the Clerk's Office for processing prior to the expiration of their current commission. If the commission expires, then it will be necessary to submit a new application.

To submit an online application, click here: <https://www.gsccca.org/notary-and-apostilles/notaries/notary-public-application>.

To print/download a Notary Handbook order form, click here: <http://apps.gsccca.org/NotaryHandbookOrder>.

Applications submitted online will be held for 30 days before being deleted. Applicants should bring the printed application along with their government issued picture ID, and cash, money order or cashier's check payable to the Clerk of Superior Court, to complete the application process. Please see [fee schedule](#) for Notary application fee.

**Location:**

Rockdale County Courthouse  
First Floor - Room 101

**Operating Hours:**

8:30 a.m. to 5:00 p.m.  
Monday through Friday

**Telephone:**

770-278-7861