

THE GEORGIA SUPERIOR COURT CLERKS' COOPERATIVE AUTHORITY
NOTARY PUBLIC EDUCATIONAL RULES FOR THE STATE OF GEORGIA

Version 2024-10-09 – Effective January 1, 2025

Section 1. Authority for Adoption

Statutory authority for the promulgation of these rules by the Georgia Superior Court Clerks' Cooperative Authority are found at:

Georgia General Assembly 2024 HB 1292, Act 529, amending O.C.G.A. §45-17-8 as to provide for education and training requirements of notaries public.

Section 2. Adoption Date

These rules are adopted by official action of the Georgia Superior Court Clerks' Cooperative Authority Board of Directors at the meeting held on October 9, 2024.

Section 3. Effective Date

These rules become effective on January 1, 2025.

Section 4. Office and Contacts

The office and mailing address of the adopting entity is: Georgia Superior Court Clerks' Cooperative Authority 1875 Century Boulevard, Suite 100 Atlanta, GA 30345

Contact information:

Email: notary@gsccca.org

Telephone: (404) 327-6023

Section 5. Definitions

Defined terms within these rules shall be as follows. Defined terms need not, and may or may not, be capitalized depending on context.

- a. **Initial Appointment** means the first time an individual is appointed as a notary public or the first appointment after a notary appointment has expired.

- b. **Renewal Appointment** means an appointment granted within 30 days prior to expiration of the current appointment.

NOTARY PUBLIC EDUCATIONAL RULES FOR THE STATE OF GEORGIA

Rule 1. GSCCCA Approves Educational Training

Any educational training class related to the duties of Georgia's notaries public for the purpose of being appointed a notary public shall be approved by the Georgia Superior Court Clerks' Cooperative Authority.

Rule 2. Certificate of Completion

Upon successful completion of the course, the notary applicant will be provided a certificate of completion.

Rule 3. Presentation of Certificate of Completion to Clerk of Superior Court

The notary applicant seeking an initial or renewal appointment will include a certificate of completion, along with the notary application, to the Clerk of Superior Court.