

# Apply to become a Notary Public

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To apply to become a Notary Public you need to complete the online application form. The application can be found on the GSCCCA.org website at <http://www.gsccca.org>.

- Select the **Notary & Apostilles** menu option.
- Select the **Notaries** menu option.
- Select the **Notary Public Application Form** menu option.
- Select the **Web-based application** link in Step 2 in the center of the page.
- Complete as much information as possible on the application.
- Press the **Submit** button at the bottom of the application when complete.
- Review your application and make sure it is correct.
- Press the **Submit Application** button at the bottom of the page.
- Press the **Print** button on the page to print your application.
- Sign your application.
- If endorser signatures are required, have your endorsers sign the application. (Endorsers are character references who live in your county of application, have known you for over 30 days, and are not related to you.)
- Bring your completed application to the clerk's office in the county for which you applied so it can be processed.

Please visit the **Clerks** section of the <http://www.gsccca.org> website for clerk office locations.