

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](mailto: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.