

CAROL W. BRAGG

CLERK OF SUPERIOR & JUVENILE COURTS
WHEELER COUNTY, GEORGIA

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INSTRUCTIONS FOR NOTARY PUBLIC APPLICATION NEW OR RENEWAL

For your convenience, you may go online to <https://www.gsccca.org> to begin.

APPLICATION

- Scroll down and select “**Notary & Apostilles**”;
- Click on “**Notary**”;
- Scroll down and select “**Notary Public Application Form**”;
- Scroll down to Step 2: click on the link “here” or “web-based application”;
- Select **Wheeler** County and click on **Next Step**.
- Be sure to enter the **three digit code** as instructed.
- On the Application Type screen: If your appointment has not yet expired, you may choose one of the Renewal options. If your appointment has already expired, you must choose the New Application option.
- Please fill out the online application completely. For new applications, choose character witnesses who are from Wheeler County. If you would like further reminders of when your commission expires, please be sure to fill in an e-mail address.
- Print out the application and bring or mail it to the Clerk’s office. **If this is a new application, please have your character witnesses [endorsers] sign the application before bringing it to the clerk’s office.**
- Have your signature notarized where indicated. The person notarizing your signature must complete this section.
- If you are mailing in your application, please be sure to sign the oath on the second page before mailing.

CERTIFICATE OF APPOINTMENT

- Once you have completed the online application, you must come to the Clerk’s office to finish the process, unless you chose the “Renewal by Mail” option. The fee is \$42.00, payable by cash, money order or check made payable to Clerk of Superior Court.
- If you have any questions or problems with the website, please do not hesitate to call me.