



# UPSON COUNTY CLERK OF SUPERIOR COURT

## NOTARY APPLICATION INSTRUCTIONS

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**Any individual desiring to be a Notary Public shall submit application to the Clerk of Superior Court of the county in which the individual resides or, when applying under the provisions of Code Section 45-17-7, to the Clerk of Superior Court of the county in which the individual works or has a business. The applicant shall sign and and swear or affirm as to the truthfulness of the application.**

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### ONCE ON THE WEBSITE,

Click File, Notary Public Application, and scroll to step two, where you will find the link to the application. Finally, print the completed application and have two (2) endorsers sign. This will need to be done before submitting the application to the Clerks' Office.

### SUBMITTING THE APPLICATION:

You must appear in person to person at the Clerk of Superior Court office, located on the first floor of the Upson County Courthouse Annex Building. Our hours of operation are 8:00 AM through 5:00 PM, Monday - Friday.

The application fee of \$55.00 can be made payable to the Clerk of Superior Court, Upson County.

Verification of residence is required in one of the following forms: Drivers License, Passport, or Voter ID Card, or any other valid identification issued by a local or state government of the US.

ALL APPLICATIONS MUST BE COMPLETED ON THE CLERKS'  
AUTHORITY WEBSITE

<http://www.gscca.org>