



# TREVOR J. ADDISON

CLERK OF SUPERIOR COURT • CLERK OF STATE COURT • CLERK OF JUVENILE COURT

Putnam County Courthouse • 100 South Jefferson Avenue • Suite 236 • Eatonton, Georgia 31024  
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**FOR IMMEDIATE RELEASE | 25 November 2024**

***HB 1292 Changes to Notary Public Requirements – Effective 1/1/2025***

Georgia law is changing with the enactment of HB 1292, which will require the following modifications for Notary Publics, effective January 1, 2025:

## Key Changes:

- **Notary Publics shall complete GSCCCA Educational Training Class each term**
- **Criminal History / Background Checks Required for New Notary Publics & Reappointments**
- **Notary Publics to maintain a Journal of Notarial Acts**

**Training Course and Background Checks apply to new appointments and those seeking a reappointment**

Upon completing and printing your Notary Application online, you will present the signed application to the Clerk's office and include the following:

- **Training Certificate**
  - Certificate of Completion of Notary Training Course from the Georgia Superior Court Cooperative Authority (GSCCCA). This course must be completed within 30 days prior to you being appointed as a Notary.
  - Link to course: <https://elearn.gsccca.org/home/signup.php>
- **Background Check / Criminal History**
  - The Background Check must have been completed within 30 days prior to submitting your Notary application to the Clerk's Office.
  - Background checks may be obtained from the Eatonton Police Department, Monday – Friday, from 8:00AM to 5:00PM, at a cost of \$30.00.
  - Eatonton Police Department, (706) 485-3551, 214 W. Marion St., Eatonton, GA 31024
- **Journal of Notarial Acts**
  - A Notary Public shall maintain a written or electronic journal which shall include an entry for each notarial act performed.
  - An example journal can be viewed here:  
[https://www.amazon.com/dp/1441317325?ref=fed\\_asin\\_title](https://www.amazon.com/dp/1441317325?ref=fed_asin_title)

