

Georgia Superior Court Clerks' Cooperative Authority (GSCCCA)

Real Property System Certification Application

Version 2026-06-18

This application is to be used to obtain any of the GSCCCA Certification(s) for computer systems that process real property records (deeds, liens, and plats) that are filed with Clerks of Superior Court in Georgia. This application is to be completed by the entity seeking to be the recognized Sponsor of the Specified System as defined in the affidavit below. Completed applications are to be scanned and emailed to indexing@gsccca.org with the subject: "Real Property System Certification Application – {Applicant Name} / {Specified System}"

Date application is completed by Applicant: _____

Full Legal Entity Name, or Government Agency Name, of Applicant:

Applicant State of incorporation (if applicable): _____

Applicant Georgia Secretary of State Registration Control Number: _____

Name of the Real Property System seeking certification (Specified System). Enter complete system name and current version.

(Note: GSCCCA Certification will apply to the Specified System, not to the Applicant)

Real Property System certification being applied for:

Check only 1 below Applicable Requirements from "Real Property System Guidelines" Document

Full System: ____ *Guidelines Document Tasks 1 - 10*

eFiling Certification: ____ *Guidelines Document Task 1*

Imaging Certification: ____ *Guidelines Document Tasks 7 - 8*

Indexing System* : ____ *Guidelines Document Tasks 2, 3, 4, 5, 6, 7, 8, 9, 10*

* *Indexing System certification includes Imaging System Certification*

Name(s) of all Specified System owner(s), partial owners, and any entities that have licensed the Specified System, or any rights to market or resell it, to the Applicant. (Include the Applicant if applicant is at least a partial owner):

Applicant website for public publication: [http\(s\)://](http(s)://) _____

List any GSCCCA certifications previously obtained by the Specified System and any GSCCCA Assigned 'System Codes' used, or intended to be used, by the Specified System:

(List certification types, certificate numbers, dates, System Code, former system name, etc., if known)

List any Georgia counties where the Specified System is currently operating for the benefit of the Clerk of Superior Court. If none, include references for any county recorder's offices in other states where the

Specified System is operating:

Name any Real Property System(s) in use by Georgia Superior Court Clerks that the Specified System is intended to fully or partially replace:

Certification Application Affidavit (Signature of an authorized representative of Applicant is required):

I represent the above-listed applicant of this application (Applicant) and am applying to have the above-listed computer system (Specified System) certified by the GSCCCA for processing real property records filed with Clerks of Superior Court. I have read and understood the “GSCCCA *Real Property System Guidelines*” (Guidelines) and to the best of my knowledge the Specified System meets all the applicable requirements for the certification being applied for.

I understand that the GSCCCA requires each certified Real Property Systems to have a Sponsor. The Sponsor must be a legal entity that has sufficient controlling interest in the Real Property System to represent the Real Property System, make claims about it, and perform changes and updates to it. I attest that Applicant meets these qualifications to be a Sponsor of the Specified System listed on this application.

I am aware that compliance with the certification program and other certification requirements (Requirements) must be achieved and maintained for system certification from the GSCCCA. I am aware that maintaining certification will likely require meeting additional or routine requirement as defined by the GSCCCA. I am aware that the Requirements are subject to be changed by the GSCCCA and that certification can be revoked at any time if the GSCCCA, in its discretion, deems a Real Property System or Sponsor do not meet all necessary requirements.

I agree to seek and maintain appropriate GSCCCA certification for all Real Property Systems sold, leased, or marketed by Applicant to Clerks of Superior Court of the State of Georgia.

I am aware that by certifying a Real Property System, the GSCCCA does not warrant nor imply that data from a Real Property System or its functions are accurate or complete, nor relieve the Applicant or the Real Property System of additional contractual obligations to Clerks, or of any legislative requirements of the Real Property System or Clerks that use it.

I am aware that all information provided to the GSCCCA for certification purposes may become public record, and the GSCCCA is not required to hold any such information confidential.

I agree that all data submitted to the GSCCCA for certification purposes and testing is to be generated by the Specified System as it would be used by Clerks and represents data as it would be generated in a production environment using official county records. I agree to not commingle any test data or recording information used for certification testing purposes with any official county records, nor to cause the

processing or publishing of any certification testing data purposely or inadvertently as if it were official county records.

I am aware that Applicant is responsible for any and all costs Applicant incurs while obtaining or attempting to obtain GSCCCA certification.

I attest that to the best of my knowledge Applicant is currently the sole marketer and entity responsible for the Specified System in the state of Georgia and will notify the GSCCCA in writing if otherwise. I am aware that certifications are not transferable without written permission from the GSCCCA.

Applicant will hold the GSCCCA and its employees and contractors harmless for any monetary or other damage including loss of revenue, reputation risk, adverse impact to intellectual property or trade secrets, etc. that results from attempting to obtain certification, or the revocation of any certification. I acknowledge that the lack of, or revocation of, certification may impact the ability of a Clerk to meet certain legislative duties and may be used by Clerks as grounds for terminating contractual obligations with Applicant, and I will hold the GSCCCA harmless for any damages Applicant sustains as a result.

Signature

Printed Name

Title / Position

Date

Technical Questionnaire

Please answer the following question as they pertain to the Specified System listed on the certification application.

Answer these questions For Any/All Real Property Systems Certifications being applied for.

1. What programming languages/frameworks is the Specified System developed in? (This is useful for us in developing SDKs and sample code.)
2. What is the main database used by the Specified System, and is it on-premises, centrally located, shared by multiple client offices, and/or cloud-based?
3. What external dependencies are required for the Specified System operation?
4. Who are the intended operators of the system? For example, Clerks using it at courthouse, Applicant personnel, third party contractors, all the above, etc.
5. Describe any differences that the Specified System has from the corresponding GSCCCA certification requirements or ways it does not meet the requirements.
6. What is your development QA process and update/upgrade process for the Specified System? How and under what conditions do you ensure an update is applied for all users?
7. Does the Specified System have a website/portal intended for the public to search real property records?
8. Describe the data backup process(es) for the Specified System: who performs it, are there anticipated frequencies, how are backups verified?
9. Who has access to the Specified System or to operate it? This includes, but is not limited to administrative, development, and user interactions.
10. What additional certifications and Systems do you think you will apply for in the immediate future?
11. Does the Specified System's computer program(s) run locally or centrally, or is it cloud-based?
12. List or describe any additional Real Property Systems or versions that you have sold, leased, or intend to market to Clerks of Superior Court in Georgia.
13. Provide the city and state where your technical representatives would support systems installed in Georgia. (Example: "Local support in Atlanta, toll-free support center located in Washington, DC")

Answer these questions as they apply to eFiling requirements, only if you are applying for 'Full' or 'eFiling' Certification.

1. Is there a process in place to allow for purging of the eFiling API Call Log (as defined in the Guidelines)? Under what conditions does deletion take place?
2. By what methodology are API Call Logs backed up? How often are backups made, and how long are backups kept?
3. How is the API Call Log stored? How is its data displayed to users? Can it be exported?
4. What format does the Specified System use to meet the requirement of outputting the API Call Log?
5. Does the Specified System make any API calls to the GSCCCA system without direct user command? If so, how often, and what limits exist, if any, and under what conditions are they made?
6. What XML tools/API/framework does the Specified System use to read and write PRIA XML?
7. Does the Specified System have a direct website/portal for public eFilers to submit real property records to Clerks for recording? Is it available for Georgia filers? Do you have a recommended, preferred, or partnered website/portal for public eFilers of your system?
8. In the event of an unsuccessful call to the GSCCCA API, what does the Specified System do?
9. What image file format(s) does the Specified System use to output images of recorded instruments, for subsequent indexing? List image format, resolution, and compression.

Answer these questions as they apply to ImageAPI requirements, only if you are applying for 'Full' or 'ImageAPI' Certification.

1. How does the Specified System implement controls to adhere to rate limiting restrictions?
2. How does the Specified System implement exception handling?
3. How does the Specified System workflow process ensure all images are successfully sent?
4. Where does the Specified System intend to get the image files that it will submit to Image API? From itself or from another/external system? If external, list the compatible image file formats.