



**GEORGIA SUPERIOR COURT  
CLERKS' COOPERATIVE AUTHORITY**

*Notary Division  
1875 Century Boulevard, Suite 100  
Atlanta, Georgia 30345*

**Criminal Records Check Instructions for Obtaining an Apostille**

There are three law enforcement agencies who can issue criminal record checks. National record checks are conducted by the FBI ([www.fbi.gov](http://www.fbi.gov)). Statewide record checks are conducted by either the Georgia Bureau of Investigation (GBI [www.gbi.georgia.gov](http://www.gbi.georgia.gov)), or by a local sheriff or police department. You should contact the destination country to determine which type of records check they are requesting.

- **FBI** record checks (sometimes called an Identity History Summary Check) that have been signed by an FBI Division official and have the FBI seal must be authenticated by the U.S. Department of State Authentications Office ([www.state.gov/m/a/auth](http://www.state.gov/m/a/auth)).

Note: If the FBI record check has not been signed and sealed by an FBI official, complete the Criminal Records Check affidavit and sign it in the presence of any Georgia notary public and submit it to our office for an apostille.

- **GBI** record checks that have been signed by a GBI official and that official's signature was witnessed by a notary are ready for the apostille by submitting it to our office in person or by mail.
- **Local Police Agencies:** An issuing police agency official should sign the results of the record check and that signature must be witnessed by a Georgia notary. If they have done so, your document is ready for the apostille and can be submitted to our office by mail or in person.

Note: Police agencies often do not notarize the records check. If this is the case, complete the Criminal Records Check affidavit and sign it in the presence of any Georgia notary public and submit it to our office for an apostille.

**Criminal Records Check Affidavit**

I, \_\_\_\_\_, hereby declare that the attached is the  
Printed name of affiant/document custodian

true and complete original of \_\_\_\_\_  
Subject's name on criminal records check

criminal records documentation issued by: \_\_\_\_\_  
Name of law enforcement agency

\_\_\_\_\_  
Signature of Affiant Date: \_\_\_\_\_

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State of Georgia

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_  
Date

by \_\_\_\_\_,  
Printed name(s) of individual(s) making statement

who proved to me on the basis of satisfactory evidence to be the person(s)  
who appeared before me.

\_\_\_\_ Personally Known  
or  
\_\_\_\_ Produced Identification

Type of ID \_\_\_\_\_

\_\_\_\_\_  
Signature of notary public

\_\_\_\_\_  
(Name of notary, typed, stamped or printed)  
Notary Public State of Georgia

Stamp/Seal

My commission expires: \_\_\_\_\_