



**Board of Court Reporting and Administrative Office of the Courts**

**Court Reporting – New and Renewal Applications**

You will need all documents and information below to apply for a court reporting license through the online Georgia Courts Registrar.

<b>INDIVIDUAL REQUIREMENTS</b>	
<b>National Certification Examination from the NVRA or the NCRA</b> (New Only)	<ul style="list-style-type: none"> <li>Pass the written knowledge and skill tests administered by one of the following national associations:               <ol style="list-style-type: none"> <li>National Verbatim Reporters Association (NVRA) or</li> <li>National Court Reporters Association (NCRA)</li> </ol> </li> </ul>
<b>Affidavit of Lawful Presence</b>	<ul style="list-style-type: none"> <li><u>New</u>: Upload a signed, notarized affidavit</li> <li><u>Renewal</u>: Non-U.S. citizens must upload a signed, notarized affidavit annually</li> </ul> <p style="text-align: center;"><b><i>Download a blank affidavit</i></b></p>
<b>Secure and Verifiable Document</b>	<ul style="list-style-type: none"> <li><u>New</u>: Upload a copy of a secure and verifiable document that does not expire during the certification period</li> <li><u>Renewal</u>: Non-U.S. citizens must upload a copy of a secure and verifiable document annually</li> </ul> <p style="text-align: center;"><b><i>View a list of acceptable documents</i></b></p>
<b>Board of Court Reporting Georgia Test</b> (New Only)	<ul style="list-style-type: none"> <li>Pass the Georgia test with a score of 80% or higher</li> </ul>
<b>Board of Court Reporting LEAP Seminar</b> (New Only)	<ul style="list-style-type: none"> <li>Attend the first Learning Essentials about Professionalism (LEAP) seminar after certification</li> </ul>
<b>Continuing Education</b> (Renewals Only)	<ul style="list-style-type: none"> <li>Obtain ten hours of approved continuing education per calendar year</li> </ul>
<b>Payment</b> (Credit Card or Check)	<ul style="list-style-type: none"> <li>\$125 (new; renewal from January 1-April 1)</li> <li>\$200 (renewal from April 1-December 31)</li> <li>\$500 (applicants revoked by the Board of Court Reporting)</li> </ul>



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<b>FIRM REQUIREMENTS</b>	
<b>Personal Information</b>	<p>For each primary contact, you must have his or her:</p> <ul style="list-style-type: none"><li>• Full name,</li><li>• Email address,</li><li>• Gender,</li><li>• Race,</li><li>• Birthdate, and</li><li>• Last four digits of the Social Security number</li></ul>
<b>Affidavit</b>	<ul style="list-style-type: none"><li>• <u>New</u>: Upload a signed, notarized affidavit for the owner</li><li>• <u>Renewal</u>: Non-U.S. citizen owners must upload a signed, notarized affidavit annually</li></ul> <p><b><i>Download a blank affidavit</i></b></p>
<b>Secure and Verifiable Document</b>	<ul style="list-style-type: none"><li>• <u>New</u>: Upload a copy of a secure and verifiable document that does not expire during the certification period</li><li>• <u>Renewal</u>: Non-U.S. citizen owners must upload a copy of a secure and verifiable document annually</li></ul> <p><b><i>View a list of acceptable documents</i></b></p>
<b>Payment</b> (Credit Card or Check)	<ul style="list-style-type: none"><li>• \$200 (new; renewal from January 1-April 1)</li><li>• \$250 (renewal from April 1-December 31)</li></ul>