

Board of Court Reporting of the Judicial Council of Georgia

Court Reporting – New and Renewal Applications

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

INDIVIDUAL REQUIREMENTS	
National Certification Examination from the NVRA or the NCRA (New Only)	<ul style="list-style-type: none"> • Pass the written knowledge and skill tests administered by one of the following national associations: <ol style="list-style-type: none"> a. National Verbatim Reporters Association (NVRA); or b. National Court Reporters Association (NCRA) c. American Association of Electronic Reporters and Transcribers (AAERT)
Affidavit of Lawful Presence	<ul style="list-style-type: none"> • New: Upload a signed and notarized affidavit • Renewals: Non-US citizens must upload a signed, notarized affidavit annually
Secure and Verifiable Document	<ul style="list-style-type: none"> • New: Upload a copy of a secure and verifiable document that does not expire during the certification period • Renewals: Non-US citizens must upload a copy of their secure and verifiable document annually • <i>View a list of acceptable documents</i>
Board of Court Reporting Georgia Test (New Only)	<ul style="list-style-type: none"> • Pass the Georgia test with a score of 80% or higher
LEAP Seminar (New Only)	<ul style="list-style-type: none"> • Attend the first Learning Essentials about Professionalism (LEAP) Seminar authorized by the Board after certification.
Continuing Education (Renewals Only)	<ul style="list-style-type: none"> • Obtain ten hours of approved continuing education per calendar year • Any reporter issued an initial certificate is not required to obtain credit hours for that calendar year.
Payment	<ul style="list-style-type: none"> • \$125 (credit card or check); \$200 for renewals who pay after April 1

Applicants that have been revoked by the Board of Court Reporting must reapply as a new court reporter and pay an additional \$500 fee.



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FIRM REQUIREMENTS	
Personal Information	For each primary contact, you must have his or her: <ul style="list-style-type: none"> • Full name; • Email address; • Gender; • Race; • Birthdate; and • Last four digits of the Social Security number
Secure and Verifiable Document	<ul style="list-style-type: none"> • New: Upload a copy of a secure and verifiable document that does not expire during the certification period • Renewal: Non-US citizen owners must upload a copy of their secure and verifiable document annually • <i>View a list of acceptable documents</i>
Affidavit	<ul style="list-style-type: none"> • New: Upload a signed and notarized affidavit for the owner • Renewal: Non-US citizen owners must upload a signed, notarized affidavit annually
Payment	<ul style="list-style-type: none"> • \$200 (credit card or check); \$250 for renewals that pay after April 1

