

Georgia Notary Public Contact Information Change Form

All requests are directed to the notary's commissioning county Clerk of Superior Court.

Name Changes:

- Once you have received confirmation from the appointing Clerk of Superior Court (typically an amended notary certificate of appointment) and you have obtained a new seal bearing the new name exactly as indicated in the confirmation, you may officially begin signing your new name on notarial certificates.
- Most counties require personal appearance for name changes; please contact your commissioning county for specific instructions (www.gsccca.org/clerks for contact information).

Address Changes:

- If you have moved to another county, you remain a notary of the original commissioning county until your current term expires and may continue to use your existing seal/stamp. When your term expires, you will then apply as a new notary in your new county of residence.

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|--|--|
| Date: | |
| Commissioning County: | |
| Expiration Date: | |
| Notary reference number (if known): | |
| Reason for name change: (lost or stolen, marriage, divorce etc: include supporting documents) | |

| (Please Print) | As Currently Commissioned | Changed To |
|-----------------------|---------------------------|------------|
| Name | | |
| Address | | |
| City | | |
| State | | |
| Zip Code | | |
| Phone | | |
| E-mail Address | | |

Notary Signature

Submit to:

1. Clerk of Superior Court in the county in which you are commissioned (www.gsccca.org/clerks for contact information).

AND

2. GSCCCA
Notary Division
1875 Century Blvd Ste 100
Atlanta, GA 30345
Email: notary@gsccca.org
Fax: (404) 327-7887