



Below are the instructions and qualifications for completing your Notary Application. **PLEASE READ CAREFULLY BEFORE COMPLETING.** Failure to provide all information requested will result in considerable delay in processing your application.

**NEW APPLICANTS:**

1. You must be: (a) **resident** of **COBB COUNTY**.  
(b) **resident** of an **adjoining state** who owns a business in **Cobb County**.  
(c) **resident** of an **adjoining state** who is employed in **Cobb County**.
2. Applicants must be at least **18** years of age or older and able to read and write the **English Language**.
3. Applicants must provide a **picture ID** with **proof of residency** at time of processing application.
4. Applicants must appear in person to be sworn in by a Deputy Clerk of the Cobb Superior Court. Office hours are Monday through Friday from 8 a.m. until 5 p.m.;(including the lunch hour). We are located at 10 East Park Square, Bldg. C, 2<sup>nd</sup> Floor, in the Real Estate Division.
5. The fee is \$37 for a four year commission. It is payable by cash, check, or money order **only**. The fee must be paid at the time of processing the application. Please make all checks payable to: Clerk of Superior Court.
6. **Both character references MUST be Cobb County residents who have known you for at least 30 days, who are at least 18 years old and NOT related to you.**
7. The **Declaration of Applicant** located at the bottom of the front page must be notarized. If you **do not** have anyone that can do that for you, leave that part of the application blank and someone will notarize your signature in the office.
8. Please be sure to sign the **Oath of Office** at the bottom of the back page. This does not require a notary; the Deputy Clerk in our office will sign this page.
9. All commissions are Georgia State at Large, and **must** be obtained in the county in which you reside. Your seal will have Cobb County on it, but you can notarize documents anywhere in the state of Georgia.
10. A stamp or seal with expiration date must be obtained from an office supply store (**make sure correct expiration is used on stamp**) once you have completed the application process.

---

Web Site: [www.cobbsuperiorcourtclerk.com](http://www.cobbsuperiorcourtclerk.com)

**APPLICATION FOR NOTARY PUBLIC COMMISSION COBB COUNTY, GEORGIA**  
**(PRINT OR TYPE APPLICATION)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

DAYTIME PHONE #: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_

EXPIRATION DATE: (IF COBB COUNTY RENEWAL) \_\_\_\_\_

To the Honorable Jay C. Stephenson, Clerk of Superior Court, the undersigned, in making this application for a Notary Public Commission, do hereby state that:

- (1) I reside in Cobb County at the address shown above; or I am a resident of a state bordering Georgia and I own or am employed by a business in Cobb County Georgia at the address shown above.
- (2) I am at least eighteen years old, and my birth date and sex are shown above.
- (3) I can read and write the English language.
- (4) I submit this application to be appointed notary public pursuant to the provisions of Title 45, Chapter 17, Article 1, as amended of the Official Code of Georgia Annotated.
- (5) I list below all denials, revocations, suspensions, restrictions or resignations of any notary commission held by me.
- (6) I am legally in the United States.
- (7) I list below all criminal convictions(s) including any plea(s) of nolo contendere, except minor traffic.
- (8) I have an operating phone number.

**DATE(S) OF ACTION & DESCRIPTION(S):** \_\_\_\_\_ (Continue on separate sheet, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I solemnly swear or affirm under penalty of perjury that the personal information I have stated in the application is true, complete, and correct.

\_\_\_\_\_  
Signature of Applicant

**DECLARATION OF APPLICANT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ the above stated applicant signed the preceding declaration of applicant in my presence and swore or affirmed that they understood the document and freely declared it to be truthful.

\_\_\_\_\_  
Official Signature of Notary

\_\_\_\_\_  
Commission Expiration Date

**CHARACTER REFERENCE**

*To the Honorable Jay C. Stephenson, Clerk of Superior Court of Cobb County:*

I, \_\_\_\_\_, being 18 years or older and a resident of Cobb County believe the applicant for Notary Public Commission, \_\_\_\_\_ who is not related to myself, to be a person of integrity, good moral character, and capable of performing notarial acts. I have known the applicant for 30 days or more.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Endorser)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
\_\_\_\_\_  
(Home Address of Endorser)

**CHARACTER REFERENCE**

*To the Honorable Jay C. Stephenson, Clerk of Superior Court of Cobb County:*

I, \_\_\_\_\_, being 18 years or older and a resident of Cobb County believe the applicant for Notary Public Commission, \_\_\_\_\_ who is not related to myself, to be a person of integrity, good moral character, and capable of performing notarial acts. I have known the applicant for 30 days or more.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Endorser)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
\_\_\_\_\_  
(Home Address of Endorser)

**COBB COUNTY, GEORGIA OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear or affirm that I will well and  
(Name of Applicant)

truly perform the duties of a notary public to the best of my ability; and I further swear or affirm that I am not the holder of any public money belonging to the state and unaccounted for, so help me God.

\_\_\_\_\_  
(Signature of Applicant)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk of the Superior Court of Cobb County