



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.

RENEWAL 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** employed in **Cobb County**.
2. Commissions can be renewed as early as **30 days** before your expiration date and **no later** than the day of expiration. This can be done by mail if you have allowed ample amount of time to make sure your renewal paperwork is received in our office before your commission expires. **(If your commission expires, you will be required to start as a new applicant again.)**
3. You are required to fill out both front and back pages; except for the sections titled **"CHARACTER REFERENCES"**.
4. If your renewal application is received in our office **after** your commission has expired, it will be returned and you will need to have the two character references sign the application and bring the paperwork in to be re-sworn in.
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 renewal application. Please make all checks or money orders payable to: Clerk of Superior Court.

MAILING PROCEDURES: BE SURE THE FOLLOWING IS COMPLETE:

1. Original signatures **must** be on all three pages of the **"Certificate of Appointment"**.
DO NOT FILL OUT THE CERTIFICATES
2. The **"Declaration of Applicant"** must be notarized **prior** to mailing in the renewal.
3. The **"Oath of Office"** **must** be filled out and signed located on the back page of renewal.
4. The **completed application** and fee of \$37 may be returned in person or mailed to:

**In person: Cobb County Superior Court
Notary Division
10 East Park Square, Bldg. C
Marietta, GA 30061**

**Mail to: Cobb County Superior Court
Notary Division
P.O. Box 3430
Marietta, GA 30061**

Web Site: 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

(Box 796-1 - Approved Dec. 18, 1953)

ORIGINAL

Certificate of Appointment OF NOTARY PUBLIC

Notary's Signature

GEORGIA, _____ COUNTY.

I _____, Clerk of the Superior Court in and
for said County, hereby certify that _____

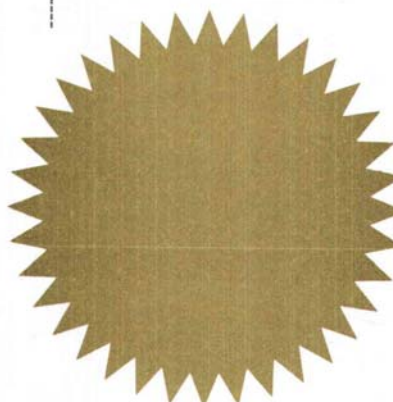
whose address is _____

Age, _____, Sex, _____, was duly appointed and sworn in as a Notary Public under the
provisions of O. C. G. A. Title 45, Chapter 17, Article 1, as amended, that their term of office begins on
the _____ day of _____, 20_____, and expires on the _____ day of
_____, 20_____.

WITNESS my hand and seal of said Court, this _____ day of

_____, 20_____.

Clerk of the Superior Court _____ County, Georgia



(Box 796-1 - Approved Dec. 18, 1953)

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Certificate of Appointment OF NOTARY PUBLIC

Notary's Signature

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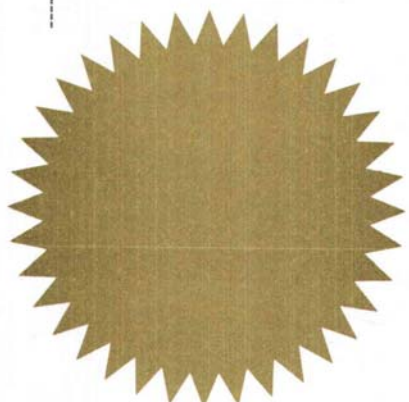
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WITNESS my hand and seal of said Court, this _____ day of

_____, 20_____.

Clerk of the Superior Court _____ County, Georgia

