

## Georgia Notary Public Contact Information Change Form

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

### Name Changes:

- **Most** counties require personal appearance for name changes; please contact your commissioning county for specific instructions ([www.gsccca.org/clerks](http://www.gsccca.org/clerks) for contact information).
- 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.

### 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.

<b>Date:</b>	
<b>Commissioning County:</b>	
<b>Expiration Date:</b>	
<b>Notary reference number (if known):</b>	
<b>Reason for Change:</b> <input type="checkbox"/> <b>Name Change</b> (include supporting document and updated driver's license or id card) <input type="checkbox"/> <b>Address Change</b> (include updated driver's license or id card) <input type="checkbox"/> <b>Lost or Stolen Seal</b> (it is recommended you change the way you are commissioned) <input type="checkbox"/> <b>Signature Change</b> (you must appear in person) <input type="checkbox"/> <b>Telephone Number or Email Address Change</b>	
<b>Comments:</b>	

(Please Print)	As Currently Commissioned	Changed To
<b>Name</b>		
<b>Address line 1</b>		
<b>Address line 2</b>		
<b>City</b>		
<b>State</b>		
<b>Zip Code</b>		
<b>Phone</b>		
<b>E-mail Address</b>		

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Notary's Signature

Submit to:

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

**AND**

2. GSCCCA Notary Division  
1875 Century Blvd NE Ste 100  
Atlanta, GA 30345  
Email: [notary@gsccca.org](mailto:notary@gsccca.org)