

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 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.

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

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

Notary's 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 NE Ste 100
Atlanta, GA 30345
Email: notary@gsccca.org