



CATHELENE "TINA" ROBINSON
FULTON COUNTY
CLERK OF SUPERIOR COURT
136 Pryor Street
Atlanta, GA 30303

INSTRUCTIONS FOR NOTARY PUBLIC APPLICATIONS

PLEASE READ COMPLETE INSTRUCTIONS BEFORE FILLING OUT APPLICATION

1. Applicant must be a resident of **FULTON COUNTY** and at least 18 years of age.
2. Georgia Driver's License or Georgia I.D. is required for proof of residency in Fulton County.
3. Please type or print all information with the exception of the endorser's signatures.
4. **Endorsements** must be made by Fulton County residents who are at least 18 years of age and not related to applicant. These endorser's must print name and **home** address and sign the application.
5. Do not sign the application until you are in the presence of a Notary Public or Deputy Clerk.
6. The processing fee is \$30.00. Make all checks payable to the Fulton County Clerk of Superior Court.
7. The notary commission will expire in four (4) years.
8. After receipt of the Certificate of Appointment from the Clerk's Office, the applicant is responsible for the purchase of the Notary Seal and Commission Stamp.
9. When all of the application information requirements have been completed, the applicant must personally bring the application, Georgia Drivers license or Georgia I.D. to the following locations:

Superior Court
136 Pryor Street
Atlanta, GA 30303
(404) 730-5374

North Annex
7741 Roswell Road
Room 234
Atlanta, GA 30350
(770) 698-5755 or 5757

South Annex
5600 Stonewall Tell Road
Room 219B
College Park, GA 30349
(770) 306-4117 or 4118

If you plan to apply at either of the Annex Offices, please call first; offices may be closed during lunch.

10. Change of address should be reported to the Clerk's office within 30 days.
11. To report a name change you must send proof of said change within 30 days of the change. We require a certified copy of the document for processing. Should you decide to do this process through the mail; the copy will be mailed back to you along with your certificate. You will be required to update your seal at that time.

CATHELENE ROBINSON
FULTON COUNTY CLERK OF SUPERIOR COURT

APPLICATION FOR NOTARY PUBLIC COMMISSION

Georgia, Fulton County

To the Honorable CATHELENE ROBINSON Clerk of Superior Court of Said County: Fulton County

I, _____, in making this application for a Notary Public Commission, do hereby state that: (1) I reside in this county at the address of _____, OR (1-A) I am resident of the a state bordering on the State of Georgia and carry on a business or profession in the State of Georgia in this county or am regularly employed in the State of Georgia in this county at the address of _____;

(2-A) that my residential/cell telephone number is () _____, (2-B) that my business telephone number is () _____, (3) that I am _____ years of age, (4) that I am male/female, (5) that I am Asian, Black, Hispanic, Indian, White, or Other, (6) that my date of birth is ____/____/____, (7) I am at least eighteen years old; and can read and write the English Language.

I, _____, further state that I submit this application to be appointed a Notary Public pursuant to the provisions of Title 45, Chapter 17, Article 1, as amended, of the Official Code of Georgia Annotated. I listed below all denials, revocations, suspensions, restriction or resignations of any notary commission held by me and list below all my criminal convictions(s), including any plea(s) of nolo contendere, except minor traffic violations:

Table with 2 columns: Description, Date of Action. Two rows of empty lines for entry.

DECLARATION OF APPLICANT

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

(Signature of Applicant)

STATE OF GEORGIA
COUNTY OF FULTON

On this _____ day of _____, 20____, before me appeared, _____, the person who signed the preceding declaration of applicant in my presence and who wrote or affirmed that (he/she) understood the document and freely declared it to be truthful.

(Official Signature of Notary/Deputy Clerk)

(Official Seal of Notary/Clerk)

(OVER)

ENDORSEMENTS

Georgia, Fulton County

To the Honorable Cathelene Robinson, Clerk of Superior Court of said county:

I, _____, being 18 years of age or older and resident of
(Name of Endorser)

FULTON COUNTY, believe the applicant for Notary Public Commission,

_____, who is not related to myself, to be a person of integrity,
(Name of Applicant)

good moral character, and capable of performing notarial acts.

_____, 20____
(Date)

(Signature of Endorser)

(Home Address of Endorser)

I, _____, being 18 years of age or older and resident of

FULTON COUNTY, believe the applicant for Notary Public Commission,

_____, who is not related to myself, to be a person of integrity,
(Name of Applicant)

_____, 20____
(Date)

(Signature of Endorser)

(Home Address of Endorser)

GRANT OF COMMISION

Pursuant to O.C.G.A. 45-17-2.3, having read and considered, and it appearing that

_____, the applicant, has met the requirements to be appointed a

Notary Public for a four year term beginning _____, 20____, upon
(Date)

(his/her) taking and subscribing the oath prescribed by law.

CATHELENE ROBINSON
Clerk of Superior Court, Fulton County