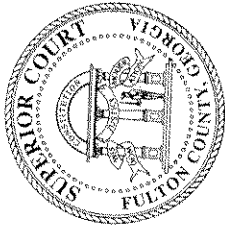


**IF YOU WOULD LIKE TO RENEW YOUR NOTARY COMMISSION, PLEASE COMPLETE THE ATTACHED APPLICATION. YOU MUST RENEW YOUR COMMISSION BEFORE THE EXPIRATION DATE. YOU MUST RENEW YOUR COMMISSION WITHIN 30 DAYS OF THE EXPIRATION DATE. APPLICATIONS RECEIVED MORE THAN 30 DAYS IN ADVANCE OF THE EXPIRATION DATE WILL BE REJECTED. CAREFULLY READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. WE APPRECIATE YOUR BUSINESS.**



*Cathelene Robinson*

**CATHELENE ROBINSON, FULTON COUNTY  
CLERK OF SUPERIOR COURT**

**PROOF OF CURRENT FULTON COUNTY RESIDENCE IS REQUIRED AT TIME OF APPLICATION**

**RENEWALS BY MAIL**

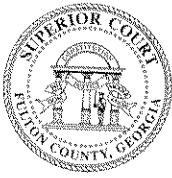
- 1) Complete the attached application.
- 2) Sign the application in the presence of a notary.
- 3) Mail the completed applications, copy of your driver's license with current Fulton County address, and \$35.00 processing fee to **Cathelene Robinson, Clerk of Superior Court; 136 Pryor Street, Atlanta, GA 30303; Attn: Certification – Renewal.**
  - ❖ If your name has changed, you must send proof of said change. If your driver's license does not reflect the name change, a certified copy of said proof is required. The certified copy will be mailed back to you along with your certificate. A new seal is also required.
- 4) You will receive your certificate via US Mail.
- 5) Please sign the certificate and send the yellow and gold copies back to our office to complete the process and the official record within 5 business days.
- 6) A commission stamp with the new expiration date may be purchased from any office supply store. Notaries commissioned or renewing their commission after July 1, 1985, shall provide a seal of office which shall have the notary's name, the words "Notary Public," the name of the state, and the county of his/her appointment (OCGA 45-17-6).

**RENEWAL IN PERSON**

- 1) Complete the attached application.
- 2) Present the application at one of the following locations: **IF YOU PLAN TO RENEW AT EITHER OF THE ANNEX OFFICES, PLEASE CALL FIRST, OFFICE MAY BE CLOSED DURING LUNCH BREAK.**

Superior Court	North Annex	South Annex
136 Pryor Street	7741 Roswell Road	5600 Stonewall Tell Rd.
First Floor	Room 234	Room 219B
Atlanta, GA	Atlanta, GA	College Park, GA
30303	30350	30349
(404) 730-5374	(770) 698-5755 or 5757	(770) 306-4117 or 4118
- 3) Sign the application in the presence of our Deputy Clerk.
- 4) The processing fee is \$30.00
- 5) Your certificate will be issued to you at that time.
- 6) A commission stamp with the new expiration date may be purchased from any office supply store. Notaries commissioned or renewing their commission after July 1, 1985, shall provide a seal of office which shall have the notary's name, the words "Notary Public," the name of the state, and the county of his/her appointment (OCGA 45-17-6).

**IF YOU HAVE ALREADY RENEWED YOUR NOTARY COMMISSION, PLEASE DISREGARD THIS NOTICE**



RENEWAL APPLICATION FOR NOTARY PUBLIC
GEORGIA, FULTON COUNTY

To the honorable Cathelene Robinson, Clerk of Superior Court of said County: \_\_\_\_\_

I, \_\_\_\_\_, do hereby submit my renewal application to be a Notary Public under the provisions of the Official Code of Georgia, and state that I am a resident of this state, that I reside in Fulton County, that the address of said residence is \_\_\_\_\_ that my home telephone number is \_\_\_\_\_, that my business telephone number is \_\_\_\_\_, that I am \_\_\_\_\_ years of age, that I am \_\_\_\_\_ (male/female), that I am \_\_\_\_\_ (Asian, Black, Hispanic, Indian, White, Other), that my date of birth is \_\_\_\_\_, that my present term as a Notary Public expires on \_\_\_\_\_, 20\_\_\_\_, that I can read and write the English language, that I have not had a denial, revocation, suspension, restriction, or resignation of a notary commission held by me, that I have not been convicted of a criminal act, including any plea of nolo contendere. (Not to include minor traffic violations.) I further swear or affirm that I am not the holder of any public money belonging to the State and unaccounted for. I do hereby solemnly swear or affirm under penalty of perjury that the personal information I have written in this renewal application is true, complete and correct and I do hereby ratify and affirm my oath of office previously administered and taken by me.

Date: \_\_\_\_\_

APPLICANT (to be signed before a Notary)

STATE OF GEORGIA
COUNTY OF FULTON

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared, \_\_\_\_\_, the person who signed the preceding renewal application in my presence and or swore or affirmed that \_\_\_\_\_ (he/she) understood the document and freely declared it to be truthful.

NOTARY PUBLIC

APPOINTMENT (TO BE COMPLETED BY CLERK'S OFFICE)

Having completed with all regulations required by law to become a Notary Public, and it appearing that said applicant seeks to renew his or her present notary commission, it is hereby ordered that said applicant be and is hereby appointed Notary Public, as prayed for.

DATE: \_\_\_\_\_

CATHELENE ROBINSON, CLERK
FULTON COUNTY SUPERIOR COURT

DATE OF APPOINTMENT: \_\_\_\_\_

BY: \_\_\_\_\_
Deputy Clerk

DATE TERM EXPIRES: \_\_\_\_\_