

# 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>	
<p><b>Reason for Change:</b>  <b>Name Change</b> (include supporting document and updated driver's license or id card)  <b>Address Change</b> (include updated driver's license or id card)  <b>Lost or Stolen Seal</b> (it is recommended you change the way you are commissioned)  <b>Signature Change</b> (you must appear in person)  <b>Telephone Number or Email Address Change</b></p> <p><b>Comments:</b></p>	

(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 Signature

Bring to:

1. Putnam County Clerk of Superior Court  
 100 South Jefferson Avenue, Ste. 236  
 Eatonton, GA 31024  
 Phone: (706) 485-4501

**AND**

2. Mail/Email to: GSCCCA Notary Division  
 1875 Century Blvd Ste 100  
 Atlanta, GA 30345  
 Email: [notary@gsccca.org](mailto:notary@gsccca.org)  
 Fax: (404) 327-7887