

## Georgia Notary Public Contact Information Change Form

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

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

Submit to:

AND

1. Clerk of Superior Court of Morgan County  
Jody M. Higdon  
384 Hancock Street  
Madison, Georgia 30650

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