

**OPEN RECORDS ACT REQUEST**

\_\_\_\_\_ (Date)

Fulton County Superior Court Clerk/Notary Division (Fill in applicable County and address).  
136 Pryor Street S.W.  
Atlanta, GA, 30303

To Whom It May Concern:

This is a public record request for a copy of the **Certificate of Notary Appointment** and the **Notary Application**, and a **Certificate of Authentication** for Fulton County Notary \_\_\_\_\_ (name of Notary), with the exception of those portions specifically exempted by Georgia law.

I am also requesting that the copy of the Notary Certificate of Appointment and the associated Notary Application for Fulton County Notary \_\_\_\_\_ (name of Notary) be **certified**.

**I am also requesting that if the Notary \_\_\_\_\_ (name of Notary) does not have current contact information in your files that any updates to contact information be provided to me**

That O.C.G.A. § 45-17-19 states:

“Authenticity of official signature and term of office; fees; apostille

(a) The authenticity of the official signature and term of office of a notary public may be evidenced by:

(1) A certificate of authority from the appointing clerk of superior court or the Georgia Superior Court Clerks' Cooperative Authority.”

That further, O.C.G.A. § 45-17-2.2 states:

“Application information to be matter of public record.”

“The information in the application for appointment and commissioning as a notary public shall be a matter of public record.”

As you know, the Georgia Open Records Act states reasonable charges may be assessed "for search, retrieval, and other direct administrative costs for complying with a request under this Code section. The hourly charge shall not exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request; provided, however, that no charge shall be made for the first quarter hour." O.C.G.A. § 50-18-71(d).

I am prepared to pay reasonable search and retrieval fees if necessary. As you know, advance payment is not required under the Act. O.C.G.A. § 50-18-71(g). Instead, once documents are requested, charges for all costs incurred by your agency can be collected in the same manner as taxes due. O.C.G.A. § 50-18-71(g).

In order to make such a fee request, however, your agency must first notify me of the estimated cost of the copying, search, retrieval and other authorized fees before they are incurred. O.C.G.A. § 50-18-71.2.

If my request is denied in whole or in part, the law requires your agency to justify all deletions by reference to exemptions of the Georgia Open Records Act, specifying code section, subsection and paragraph. O.C.G.A. § 50-18-72(h). The law also requires you to release all segregable portions of otherwise exempt material. O.C.G.A. § 50-18-72(g).

Also, the Open Records Act sets fines up to \$100 for any person who fails to provide a requested public document within three (3) business days, unless there are out-of-the-ordinary extenuating circumstances. O.C.G.A. § 50-18-74. Therefore, I will expect your agency to produce the requested records within the three-day limit or give written reasons why not, and the specific date the records will be available. O.C.G.A. § 50-18-70(f)

Thank you for your assistance. Should you have any questions, please do not hesitate to contact

me at \_\_\_\_\_ (telephone number) or via email at

\_\_\_\_\_ (email address).

Best regards,

Name \_\_\_\_\_ (signature)

Name \_\_\_\_\_ (printed)

Attached: Assignment notarized by \_\_\_\_\_ (name of Notary).

**Present with picture ID.**