

**COMMISSION INFORMATION**  
**COUNTY REVENUE**  
**COMMISSIONER/TREASURER**

Code Reference: Titles 36-2-6, Code of Alabama, 1975

36-4-4

11-4-22

In order to receive your Commission Certificate as required by state law, you must file your original Oath of Office with your County Probate Office and send a copy to the office of the Secretary of State. You should retain a copy for your personal records.

An Oath of Office form is enclosed for your convenience

You must also post bond (11-2-22), which must be approved by the County Commission, and your bond must be recorded and filed with the County Probate Office.

The Probate Judge of your county must certify to the Secretary of State's office that you were duly elected/re-elected to a four year term, and that you have filed your oath and bond as required by state law. Enclosed is the form (SOS-C-Form-1) to be signed by the Probate Judge and his signature notarized.

There is a five dollar (\$5.00) commission fee required.

**Requirements for Commission Certificate:**

1. **Copy of the Oath of Office (File the original with the Probate Judge)**
2. **SOS-C-Form-1 (verification of election, bond, and oath, which should be signed by the Probate Judge and notarized)**
3. **\$5.00 Commission Fee (Please make checks or money orders payable to Secretary of State).**

Mail the required forms to:

Office of the Secretary of State  
Attn: Government Support  
P.O. Box 5616  
Montgomery, AL 36103-5616

If you have any questions or need further information, please contact the Office of the Secretary of State at (334) 242-7224.

## Oath of Office

I, \_\_\_\_\_ solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States, and the Constitution of the State of Alabama, so long as I continue a citizen thereof; and that I will faithfully and honestly discharge the duties of the office upon which I am about to enter, to the best of my ability, So help me God.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office

### Certification of Administering Officer

The above Oath was subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Administering Officer

\_\_\_\_\_  
Title

Office of the Secretary of State  
ATTN: Government Support  
POB 5616  
Montgomery, AL 36103-5616

CERTIFICATION OF **ELECTED** COUNTY OFFICIALS  
SOS-C-FORM-1 (FOR THE PURPOSE OF RECEIVING A COMMISSION CERTIFICATE  
FROM THE OFFICE OF THE SECRETARY OF STATE)

Mail Commission to:

Mail to:

Secretary of State  
Attn: S. Farrow  
POB 5616  
Montgomery, AL 36103-5616

I hereby certify that \_\_\_\_\_ was duly elected to  
The Office of \_\_\_\_\_ for \_\_\_\_\_ County  
In the \_\_\_\_\_ General Election. The term for this office will be for \_\_\_\_\_ years  
And will begin on \_\_\_\_\_.

I further certify that the above named individual has given bond and filed their oath of office accordingly as required by law.

SIGNED: \_\_\_\_\_  
Judge of Probate

COUNTY OF: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title