

## COMMISSION INFORMATION

### PROBATE JUDGE

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

36-4-3

11-2-3

12-13-33

In order to receive your Commission Certificate as required by state law, you must file your original Oath of Office with the Circuit Court Clerk in your county. Please file a copy with the office of the Secretary of State and retain a copy for your personal records. For your convenience, we have enclosed an Oath of Office form.

You must also post bond, which must be recorded and filed with the Circuit Court Clerk and the State Comptroller (The Comptroller will notify this office by letter that your bond has been filed).

The presiding Probate Judge **OR** the Circuit Court Clerk of your county must certify to the Secretary of State's office that you were duly elected/re-elected to a six year term, and that you have filed your oath and bond as required by state law. Enclosed is SOS-C-Form-1 to be signed by the presiding Probate Judge and his/her signature notarized. SOS-C-Form 2 is enclosed to be signed by the Circuit Clerk and his/her signature notarized.

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

#### **Requirements for Commission Certificate:**

1. **Copy of the Oath of Office (File original with the Circuit Court Clerk).**
2. **SOS-C-Form-1 (verification of election, bond, and oath, which should be signed by the presiding Probate Judge and notarized).**
3. **SOS-C-Form-2 (verification of election, bond, and oath, which should be signed by the Circuit Court Clerk and notarized).**
4. **\$5.00 Commission Fee (Please make checks or money orders payable to Secretary of State).**

Mail the required forms to:

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

SOS-C-FORM-1

Revised 2016

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