

UNOFFICIAL VERSION – PENDING SUPREME COURT APPROVAL

COMMISSION TO ADMINISTER OATH

INSTRUCTIONS

I. Specific Instructions

1. This form is to be used when a judge of the probate court who appoints an administrator, executor, temporary administrator, guardian, or conservator seeks to grant a commission to any judge or clerk of any court of record of any other state to administer the fiduciary's oath or affirmation. This form may be altered to grant the commission only to a specific judge or court if the appointing judge prefers. A commission from the county of appointment is not required to authorize the fiduciary to take the oath or affirmation before any judge or clerk of any probate court of this State. O.C.G.A. §§ 29-2-24; 29-3-24; 29-4-25; 29-5-25, 53-6-16(b); 53-6-24(b); 53-6-32.
2. If the oath or affirmation is made by an executor or administrator with will annexed, a certified copy of the probated will must be examined by the fiduciary at the time the oath or affirmation is taken. The oath or affirmation itself, or the attestation of the attesting official, should recite that the certified copy was examined.
3. The attestation by the official who administers the oath or affirmation should contain the date, printed name and court of the official, and the court official's signature.
4. The judge granting the commission should provide the appropriate oath or affirmation to be taken.

II. General Instructions

General instructions applicable to all Georgia Probate Court Standard Forms are available in each probate court or at www.gaprobate.gov, labeled GPCSF 1.

UNOFFICIAL VERSION – PENDING SUPREME COURT APPROVAL

**IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA**

IN RE: ESTATE OF)
) **ESTATE NO.** _____
)
_____,)
DECEDENT/MINOR/WARD)

COMMISSION TO ADMINISTER OATH

To: Any Judge or Clerk of Any Court of Record of the State of _____:

_____ has been appointed by this Court
[Name of appointed individual]
as (Administrator)(Executor)(Temporary Administrator)(Personal Representative)(Conservator)
(Guardian) of the estate of _____, (deceased)(minor)
(incapacitated adult), and has requested to take the required oath or affirmation in your state.
Pursuant to O.C.G.A. §§29-2-24; 29-3-24; 29-4-25; 29-5-25; 53-6-16; 53-6-24; or 53-6-32, I
hereby commission you to administer the attached oath or affirmation to said fiduciary. Please
return the completed oath and attestation to this Court together with your statement of costs, if any.

SO ORDERED this _____ day of _____, 20_____.

Judge of the Probate Court
_____ County, Georgia

UNOFFICIAL VERSION – PENDING SUPREME COURT APPROVAL

**IN THE PROBATE COURT OF _____ COUNTY
STATE OF GEORGIA**

**IN RE: ESTATE OF _____)
) ESTATE NO. _____
)
_____,)
DECEDENT/MINOR/WARD)**

CERTIFICATE OF EXEMPLIFICATION

I, _____, Clerk of the above-named Court, do hereby certify that the documents annexed to this certificate and described below are true copies of originals on file and of record in this Court(list below documents included):

I further certify that the within is still of full force and effect, and in witness whereof, I have hereunto set my hand and the seal of this Court, this _____ day of _____, 20____.

Clerk of the Probate Court

I, _____, Judge of the above-named Court, do hereby certify that _____, whose name is signed to the preceding certificate of exemplification, is a clerk in the said Court, duly appointed, and that full faith and credit are due to his or her official acts. I further certify that the seal affixed to said certificate is the seal of this Court, and that the attestation thereof is in due form of law, this _____ day of _____, 20____.

Judge of the Probate Court

I, _____, Clerk of the above-named Court, do hereby certify that _____, whose name is signed to the foregoing certificate, is the judge of this Court, duly elected and sworn, that the signature of said judge is genuine, and in witness whereof, I have hereunto set my hand and affixed the seal of said Court, this _____ day of _____, 20____.

Clerk of the Probate Court