

## 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](http://www.gaprobate.gov), labeled GPCSF 1.

**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 as  
*[Name of appointed individual]*  
(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

**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