

# COMMISSION INFORMATION

## CONSTABLE

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

36-4-4  
36-23-1  
36-23-4  
11-2-1  
11-2-3

In order to receive your Commission Certificate as required by state law, you must send a copy of your Oath of Office to the office of the Secretary of State. The County Probate Judge of your county must certify to the Secretary of State's office that you were duly elected/re-elected for a four-year term, and that you have filed your oath and bond as required by state law. 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. Original SOS-C-Form-1 (verification of election, bond, and oath, which should be signed by the Probate Judge his/her signature notarized)**
- 3. \$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.

Rev 7/23

**OATH OF OFFICE**

THE STATE OF ALABAMA )

\_\_\_\_\_ COUNTY )

I, \_\_\_\_\_

do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and Constitution 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

\_\_\_\_\_  
Print name

**CERTIFICATION OF OFFICER ADMINISTERING OATH**

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Office of the Secretary of State  
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 original 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\_\_\_\_\_.

NOTARY  
SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Office of the Secretary of State  
P.O. Box 5616  
Montgomery, AL 36103-5616

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

Mail original to:

Secretary of State  
Attn: S. Farrow  
P.O. Box 5616  
Montgomery, AL 36103

Mail Commission to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that \_\_\_\_\_ was duly appointed to

The Office of \_\_\_\_\_ for \_\_\_\_\_ County

The term for this office will be for the remainder of the term of the previous office holder.

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\_\_\_\_\_.

NOTARY  
SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title