

FORM GPCSF 12 INSTRUCTIONS

(Petition for the Appointment of a Permanent Guardian and/or Conservator)

Please include the following when applying for Adult Guardian/Conservatorship:

- 1) Original petition GPCSF Form 12 pages 1-17) along with three (3) copies
- 2) Fee Calculation Form
- 3) Criminal Consent Form completed and signed
- 4) Privacy Act Statement (Finger Printing)
- 5) **Color copy** of the Petitioner's Driver's License or State-issued ID

Please use blue ink. All signed or initialed pages of your petition must be originals. We do not accept e-signatures.

All signatures on the Verification form and Acknowledgment of Service form must be notarized by a notary before you turn it in.

Please note if you do not have Acknowledgements of Service signed by the parties listed under Paragraph 6, you will need to provide copies of the petition for first class mail service and pay additional service fees.

If you would like a file stamped copy of your Petition for your records. Please provide a copy. We will file stamp it and return a copy to you along with your receipt.

We accept filings by mail, drop off in our drop box, or by appointment. To make an appointment, please visit:

<https://go.nemoappointment.com/Booking/Booking/Index/p36jd48d>.

Petitions will not be processed without the full payment of the filing fee. We do not accept personal checks. We accept money orders, cashier checks, law firm checks, or checks from a Conservator's account. **Checks or money orders must be made payable to Chatham County Probate Court.** For customers with an appointment, the Probate Court also accepts credit cards, debit cards, or cash as forms of payment.

Mailing Address

Chatham County Probate Court or
P.O. Box 8344
Savannah GA 31412

Physical Address / Location of Drop Box

Chatham County Probate Court
133 Montgomery Street, Room 509
Savannah GA 31401