

Gwinnett County Recorder's Court

CERTIFIED COPY REQUEST

INFORMATION

Name: _____
Driver's
License#: _____

Date of Birth: _____

Date of Offense: _____

Citation Number: _____

Mail the Certified Copy to:

Name: _____

Street: _____

City/State/Zip: _____

I will pick up the Certified Copy at the Recorder's Court Clerk's Office. Please call me at _____ when the certified copy is available for pickup.

INSTRUCTIONS

1. Complete the information above.
2. Submit this request in person or by mail to:
Gwinnett County Recorder's Court
115 Stone Mountain St.
Lawrenceville, GA 30045
3. Include payment of \$2.50 for each certified copy. Recorder's Court Clerk's Office DOES NOT accept checks.
4. In accordance with the 50-18-90 "Georgia Records Act." (Ga. L. 1972, p. 1267, 1) issued by the Office of Secretary of State, the Gwinnett County Recorder's Court does not keep records of disposed citations once all court requirements have been met and the citation reaches the required retention period. If the record that you need has been destroyed and you can provide your driving history showing that the case was in Gwinnett County Recorder's Court, the Clerk's Office will issue a letter stating that the disposition is not available.