



*Oglethorpe County Superior Court
Hon. Kelli Paradise Smith
Superior Court Clerk
Post Office Box 68
Lexington, Georgia 30648
(706)743-5731
Fax(706)743-5335*

HOW TO FILL OUT FORM PT-61 (TRANSFER TAX
DECLARATION) TO BE FILED WITH A DEED
TRANSFERRING TITLE TO ANOTHER PERSON:

1. Go to the Clerk's Authority website at www.gsccca.org
2. Click on "File"
3. Click on "PT-61 efilng"
4. Click on "PT-61 efilng Portal"
5. Click on "File my PT-61 form"
6. Fill out all required information on form
7. Print form and bring with you or mail with Deed to Clerk's office for filing; there is no charge for the PT-61 form or for filing the PT-61