STATE OF SOUTH CAROLINA
OFFICE OF THE SECRETARY OF STATE

Application/Renewal for Notary Public

IMPORTANT INFORMATION AND INSTRUCTIONS – PLEASE READ:

1. This application is used to apply to become a new notary public and for notaries to renew their notary commission.

2. **Legibly** type or print all information on Page 2 prior to signing in the presence of a notary public. Print and sign your name on Page 2 exactly as you will each time you notarize documents in the future. The printed name and signature must match.

3. The statutory filing fee is **$25.00 (USD)**, payable to "SC Secretary of State." Please indicate your payment method on Page 3.

4. Mail **ALL** pages of your application with original signatures to your county legislative delegation office that is listed on Page 5. Your delegation office will review your application, complete Page 4, and then forward your completed application to the Secretary of State's Office.

5. If you are renewing your notary commission, and if your name and/or home address has changed since the issuance of your current commission, you **must** file the Change in Status form regarding these changes prior to renewing your commission. If your commission has already expired, or you are within 30 days of expiring, you will not need to complete the Change in Status form to change your name and/or address prior to applying to renew your commission. Change in Status forms can be filed through the Online Notary Portal available on our website.

6. You must be a registered voter in South Carolina to become a notary public. If you do not know your voter registration number, you may check it at https://scvotes.gov/.

7. Pursuant to S.C. Code of Laws §26-1-90 (K) and (J), a notary public who is not a licensed attorney may not provide a service that would constitute the unauthorized practice of law (UPL). In addition, a notary cannot claim to have powers, qualifications, rights or privileges that a notary does not have. Examples of the unauthorized practice of law include preparation of legal documents, giving legal advice or answering legal questions, and performing a real estate or mortgage loan closing, among other activities.

To learn more about the duties and responsibilities of being a South Carolina Notary Public, please visit the Notaries page of our website for resources, including the South Carolina Notary Public Reference Manual and Notary Webinar.

PLEASE LEGIBLY TYPE OR PRINT

To: Governor of the State of South Carolina

Pursuant to S.C. Code of Laws §26-1-10, I respectfully petition to be appointed as a Notary Public for this State and submit the following information:

Name _____

Home Street Address_____City_____ Zip Code_____

County _____

You must be a registered voter at the home address provided on this application.

Mailing Address_____ City_____ Zip Code_____

Only if different from home address.

Last 4 Digits of Social Security # __ __ __ __ Sex ___ Date of Birth __ __ /__ __ /__ __ __ __

Voter Registration # _____

Voter Registration Number may be obtained from your County Voter Registration and Election Office or the State Election Commission.

Telephone # (__ __ __) __ __ __-__ __ __ __ E-mail _____

[ ] **By checking this box, I hereby certify that I can read and write the English language.**

OATH OF NOTARY PUBLIC

I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of South Carolina, to exercise the duties of the office to which I have been appointed and that I will, to the best of my ability, discharge the duties thereof and preserve, protect and defend the Constitution of this State, and of the United States. So help me God.

_____

Print Name

Exactly as you wish to be commissioned.

_____ _____

Signature of Applicant Date

Exactly as you wish to be commissioned.

Sworn to and subscribed before me on

This _____ day of _____, 20_____

_____

Signature of Notary Public of South Carolina

_____

Printed Name of Notary Public of South Carolina

My Commission Expires _____

NAME OF NOTARY APPLICANT: _____

PLEASE LEGIBLY TYPE OR PRINT

Pursuant to S.C. Code of Laws §26-1-30, the fee for the issuance or renewal of a commission is twenty-five dollars ($25.00), collected by the Secretary of State.

Please indicate your filing fee payment method below:

1. **[ ] Credit/Debit Card**

   **You must provide both a valid e-mail address and a telephone number below. This may be different from the e-mail and telephone number that is listed on Page 2.*

   **A link to a secured payment site will be e-mailed to you once the Secretary of State's Office receives your application from the county legislative delegation office for you to make your credit card payment.*

   *****DO NOT*** *write your credit/debit card numbers on this application. Please note that a* ***service fee of $1.43*** *will be charged by* ***SC.GOV*** *when paying by credit/debit card.*

   E-mail Address: _____

   Telephone #: (__ __ __) __ __ __ - __ __ __ __

2. **[ ] Check**

   Check # _____

   **The Secretary of State's Office accepts personal checks, business checks, and/or cashier's/certified checks. "Starter" checks are not acceptable as the name, account and routing numbers must appear on the checks.*

   **Checks must be currently dated, signed, and made payable to the "SC Secretary of State."*

3. **[ ] Money Order**

   Money Order # _____

   **Money orders must be currently dated and made payable to the "SC Secretary of State".*

4. **[ ] Cash**

   The Secretary of State's Office advises against placing cash in the mail as it cannot be traced. Therefore, the Secretary of State's Office cannot be held responsible for cash sent via the mail. Please place any cash payments in its own envelope when mailing it with your application.* ***Also, please note that some legislative delegation offices do not accept cash as payments. Please check with your county legislative delegation office first before using cash as payment for the application fee.*

IMPORTANT NOTE:

If you select either option, #2 (Check), #3 (Money Order), or #4 (Cash), your payment method must be attached to and mailed along with your completed application.

NAME OF NOTARY APPLICANT: _____

*To the Legislative Delegation: Please ensure that your current application endorsement method has been reported to the Secretary of State pursuant to S.C. Code of Laws §26-1-25.

For delegation office use only:

_____
Date received

_____
Check number

FOR LEGISLATIVE DELEGATION USE ONLY:

**This section must be completed by the Legislative Delegation in which you reside. The contact information for each office is located on Page 5.*

We, the _____ Delegation, recommend the appointment of the aforementioned notary applicant.

**Please complete at least one of the three options:*

1)

_____

*Signature of Delegation Chair **OR** Secretary*

2)

_____

Signature of Senator / Senate District #_____

_____

Signature of House Member / House District # _____

3) *Signatures of at least half of the present Legislative Delegates from applicant's county of residence:*

_____ _____

_____ _____

_____ _____

_____ _____

SOUTH CAROLINA LEGISLATIVE DELEGATION OFFICES

**Please mail your completed notary public application to the Legislative Delegation Office of the county that you currently reside in.*

Aiken County Delegation
1930 University Parkway Suite, 3600A
Aiken, SC 29801
Phone (803) 642-1694

Anderson County Delegation
P.O. Box 8002
Anderson, SC 29622
Phone (864) 260-4025

Beaufort County Delegation
P.O. Box 1228
Beaufort, SC 29901
Phone (843) 255-2260

Berkeley County Delegation
P.O. Box 142, Suite 606
Columbia, SC 29202
Phone (803) 212-6024

Calhoun County Delegation
102 Courthouse Drive, Suite 108
St. Matthews, SC 29135
Phone (803) 874-2435, Ext. 111

Charleston County Delegation
P.O. Box 190016
North Charleston, SC 29419
Phone (843) 740-5855

Chester County Delegation 104
McAliley Street
P.O. Box 580
Chester, SC 29706
Phone (803) 581-0233

Chesterfield County Delegation
178 Mill Street
Chesterfield, SC 29709
Phone (843) 623-5001

Colleton County Delegation
P.O. Box 2103
Walterboro, SC 29488
Phone (843) 549-7586

Dillon County Delegation
240 Bermuda Road
Dillon, SC 29536

Dorchester County Delegation
500 N. Main Street, Suite 2
Summerville, SC 29483
Phone (843) 832-0043

Edgefield County Delegation
1930 University Parkway,
Suite 3600-A
Aiken, SC 29801
Phone (803) 642-1694

Fairfield County Delegation
Attn.: Rep. Annie McDaniel
P.O. Box 11867,
Suite 330 Blatt Building
Columbia, SC 29201
Phone (803) 212-6789

Florence County Delegation
P.O. Box 100547
Florence, SC 29502
Phone (843) 661-4662

Georgetown County Delegation
P.O. Drawer 421270
Georgetown, SC 29442
Phone (843) 545-3029

Greenville County Delegation
301 University Ridge,
Suite S-2200
Greenville, SC 29601
Phone (864) 467-7112

Greenwood County Delegation
Attn.: Susan McIntyre
600 Monument Street, P-103
Greenwood, SC 29646
Phone (864) 942-8507

Hampton County Delegation
P.O. Box 686
Hampton, SC 29924
Phone (803) 914-2142

Horry County Delegation
P.O. Box 1236
Conway, SC 29528
Phone (843) 915-5130

Jasper County Delegation
P.O. Box 2433
Ridgeland, SC 29936
Phone (843) 726-6019

Kershaw County Delegation
P.O. Box 2133
Camden, SC 29020
Phone (803) 432-0858

Lancaster County Delegation
404 Blatt Building
1105 Pendleton Street
Columbia, SC 29201
Phone (803) 734-9975

Laurens County Delegation
c/o The Hon. Mark N. Willis
201 Quillen Avenue
Fountain Inn, SC 29644 Phone
(864) 230-0135

Lee County Delegation
1103 Little Street, Suite 2
Camden, SC 29020

Lexington County Delegation
605 West Main Street, Suite I
Lexington, SC 29072
Phone (803) 785-8184

Marion County Delegation
P.O. Box 1514
Marion, SC 29571
Phone (843) 423-8237

Marlboro County Delegation
P.O. Box 65
Bennettsville, SC 29512

Oconee County Delegation 415
S. Pine Street
Walhalla, SC 29691
Phone (864) 638-4237

Orangeburg County Delegation
P.O. Box 9000
Orangeburg, SC 29116
Phone (803) 533-6106

Pickens County Delegation
201 S. Fifth St. West End Hall,
Rm. 205
Easley, SC 29640
Phone (864) 850-7070

Richland County Delegation
P.O. Box 192
Columbia, SC 29202
Phone (803) 576-1908

Saluda County Delegation
111 Law Range Street
Saluda, SC 29138
Phone (864) 445-4500 Ext. #2209

Spartanburg County Delegation
366 N. Church Street, Rm. 1210
Spartanburg, SC 29303
Phone (864) 596-2529

Sumter County Delegation
c/o The Honorable J. David Weeks
35 South Sumter Street
Sumter, SC 29150
Phone (803) 775-5856

York County Delegation
Attn.: Rep. Heath Sessions
P.O. Box 11867
Columbia, SC 29211

If your county is not listed, mail your completed application to:

SC House of Representatives
P.O. Box 11867
Columbia, SC 29211
Phone (803) 734-2010