



**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 \_\_\_\_\_

|                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 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)

2)

\_\_\_\_\_

\_\_\_\_\_

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

*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.: Senator Wes Climer  
P.O. Box 142  
Columbia, SC 29201  
Phone (803) 212-6230

*\*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