1. Applications must be complete and legible. All information must match records at the Voter Registration Office.

2. The date of your signature and the date of the Notary signature MUST match. The Secretary of State Office will not accept applications that are not correct. Applications will be sent back to you for corrections.

3. Check or money order should be made payable to: South Carolina Secretary of State. Applications can be turned in at the Delegation Office. You must bring a check or money order made payable to the South Carolina Secretary of State Office. CASH WILL NOT BE ACCEPTED!! All applications are processed by the South Carolina Secretary of State Office, not the Delegation Office.

4. If you are dropping off an application with proper payment at the Delegation Office, please put it in the locked drop box beside the door. Lock box is checked several times during the day. For your protection, DO NOT leave application under door, on door or in hangers on door.

5. Notary applications are sent to Columbia on Friday each week. It can take 2 to 3 weeks after they reach Columbia for you to receive your Notary Certificate. If your expiration date is coming up make sure you turn in your application at least a month in advance to avoid a lapse. Due to the volume of applications received in Columbia, the Secretary of State Office will not make special arrangements to prioritize your application. Do not mail applications to Columbia. They will be returned.

6. When you receive your Notary certificate you will need to take it to the Clerk of Courts Office in the courthouse at 180 Magnolia Street to have it registered. Certificates cannot be registered in the Delegation Office.

7. To check the status of your application go to: www.scsos.com Click on Notaries and Apostilles. Click on Notary search from the drop down. Enter your name and the county your are registered to vote.
Application/Renewal for Notary Public
STATE OF SOUTH CAROLINA

OFFICE OF THE SECRETARY OF STATE
THE HONORABLE MARK HAMMOND

Notary Public Application and Renewal Instructions
1. Carefully type or print legibly all information requested on the top portion of your application and sign in the presence of a notary public. (*This portion must be completed by your County Delegation, whose addresses are provided at the end of the application.*)
2. Attach a check or money order to your original application in the amount of $25.00 payable to “SC Secretary of State.”
3. Mail both pages of your original application and check/money order to your county delegation office listed at the end of this application for the required signatures. Your delegation office will forward your application and check/money order to the Secretary of State’s Office.
4. If your county delegation is not listed, forward your application to: South Carolina House of Representatives, PO Box 11867, Columbia, SC 29211. The phone number is (803) 734-2010.
5. The Secretary of State’s Office will mail your commission certificate within one week upon receipt of a properly executed application.
6. You must be a registered voter to become a notary public. If you do not know your voter registration number, call your County Voter Registration and Election Commission for this information. The number will be listed in the county government section of your local telephone book. You can also check your voter registration number at www.scvotes.org.

To: Governor of the State of South Carolina

I respectfully petition to be appointed Notary Public for this State, and for your information, I herewith submit the following:

**PLEASE PRINT**

Name ____________________________

*If you are renewing your commission, please note that if your name or home address has changed since you were last commissioned you must file the Change of Status form regarding these changes prior to renewing your commission.*

Home Street Address ____________________________ City _____________ Zip Code ____________

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

Mailing Address (if different from home address) ____________________________ City _____________ Zip Code ____________

County ____________________________ Last 4 Digits of your 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 ____________________________

Mail application to delegation for required signatures (addresses and telephone numbers are on the front of the application).

This section must be completed by your Legislative Delegation. Please choose one of the three options.

We, the ____________________________ Delegation, recommend the appointment of the above named applicant.

1) ____________________________

Signature of the Delegation Chairman OR Secretary

2) ____________________________

Signature of Senator / Senate District # ____________________________

Signature of House Member / House District # ____________________________

3) Signed by at least half of the present Legislative Delegates from applicant’s county of residence:

__________________________

__________________________

__________________________
Application/Renewal for Notary Public
STATE OF SOUTH CAROLINA
OFFICE OF THE SECRETARY OF STATE
THE HONORABLE MARK HAMMOND

☐ 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.

______________________________
Signature of applicant

______________________________
Name Date:

Sworn to and subscribed before me
This ______ day of ______________, 20__________

______________________________
Notary Public of South Carolina

______________________________
Printed Name
My Commission Expires ________________

*Please sign and print your name exactly as you will sign when you notarize documents. The commission will be issued with the name as printed and signed here.

PLEASE READ- IMPORTANT INFORMATION

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. More specifically, a notary cannot claim to have powers, qualifications, rights or privileges that a notary does not have.

Unless you are a member of the South Carolina Bar or otherwise authorized to perform prescribed legal activities by action of the South Carolina Supreme Court, you are prohibited from the practice of law.

The following are activities that are considered the practice of law in South Carolina:

1. Drafting or completing a record or transaction that requires a notarial act;
2. Selecting or helping a person understand a record or transaction requiring a notarial act;
3. Preparation of legal documents;
4. Giving legal advice or answering legal questions;
5. Appearing in court on behalf of someone else;
6. Performing a real estate or mortgage loan closing; and
7. Title search and preparation of title documents.

These activities must not be performed without an attorney’s supervision. Pursuant to S.C. Code of Laws §40-5-310, a person who engages in the unauthorized practice of law is guilty of a felony and, upon conviction, must be fined not more than $5,000 or imprisoned not more than 5 years, or both. This is the penalty per offense.
Legislative Delegation Offices

Aiken County Delegation
1930 University Parkway, Ste. 3600A
Aiken, South Carolina 29801  Phone (803) 642-1694

Anderson County Delegation
PO Box 8002
Anderson, SC 29622  Phone (864) 260-4025

Beaufort County Delegation
PO Box 1228
Beaufort, SC 29901  Phone (843) 255-2260

Berkeley County Delegation
P.O. Box 142, Suite 203
Columbia, SC 29202  Phone (803) 212-6400

Charleston County Delegation
P.O. Box 190016
North Charleston, SC 29419-9016  Phone (843) 740-5855

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

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

Darlington County Delegation
PO Box 1200
Hartsville, SC 29551  Phone (843) 339-3000

Dillon County Delegation
240 Bermuda Road
Dillon, SC 29536  Phone (843) 841-3679

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
c/o Senator Mike Fanning
P.O. Box 142
Columbia, SC 29202  Phone (803) 212-6024

Florence County Delegation
180 N. Irby Street, MSC-G
Florence, SC 29501  Phone (843) 665-3044

Georgetown County Delegation
PO Drawer 421270
Georgetown, SC 29442  Phone (843) 545-3029

Greenville County Delegation
301 University Ridge, Suite 2400
Greenville, SC 29601  Phone (864) 467-7112

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

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

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

Kershaw County Delegation
632 W. DeKalb St., Suite 204
Camden, SC 29020  Phone (803) 432-0858

Lexington County Delegation
205 E. Main Street, Suite 203
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 1200
Hartsville, SC 29551  Phone (843) 339-3000

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

Orangeburg County Delegation
PO 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
PO Box 192
Columbia, SC 29202  Phone (803) 576-1908

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
858 Riverview Road
Rock Hill, SC 29730  Phone (803) 366-0445