



Application/Renewal for Notary Public

STATE OF SOUTH CAROLINA

OFFICE OF THE SECRETARY OF STATE

THE HONORABLE MARK HAMMOND

Filing Fee: \$25.00

For delegation office use only

Date received

Check number

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. (The bottom portion is to 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. 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. You can also check your voter registration number at www.scvotes.org.
5. This form is used to apply to become a notary public or to renew your notary commission.

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 and/or home address has changed since the issuance of your current commission, you must file the Change of 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 despite possible changes to your name and/or address.

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

FOR LEGISLATIVE DELEGATION USE ONLY:

\* This section must be completed by the Legislative Delegation in which you reside.

\*\*Mail this completed application to your Legislative Delegation for the required signatures. The addresses and telephone numbers are on the last page of the application.

Please complete at least one of the three options:

We, the Delegation, recommend the appointment of the above named applicant. (County)

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:

Four horizontal lines for signatures of legislative delegates.

**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.

Print Name \_\_\_\_\_  
*\*Exactly as you wish to be commissioned.*

Sworn to and subscribed before me on  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Notary Public of South Carolina

- Please sign and print your name above exactly as you will sign when you notarize documents, in the presence of another notary.
- If this is a renewal application, your name as printed above must match your name as previously commissioned. If not, a Change in Status application is required to be completed prior to the renewal of your commission.

\_\_\_\_\_  
Printed Name of Notary Public of South Carolina

My Commission Expires \_\_\_\_\_

**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

*\* Please mail your completed notary public application to the Legislative Delegation Office of the county where 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 313  
Columbia, SC 29202  
Phone (803) 212-6400

### **Charleston County Delegation**

P.O. Box 190016  
North Charleston, SC 29419-9016  
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

### **Clarendon County Delegation**

P.O. Box 156  
Manning, SC 29102  
Phone (803) 212-6008

### **Colleton County Delegation**

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

### **Darlington County Delegation**

P.O. 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**

P.O. Box 60  
Winnsboro, SC 29180  
Phone (803) 815-4037

### **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 2400  
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 Honorable Mark N. Willis  
201 Quillen Avenue  
Fountain Inn, SC 29644  
Phone (864) 230-0135

### **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 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**

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**

212 East Black Street  
Rock Hill, SC 29730  
Phone (803) 324-6137

**\*If your County Delegation is not listed, forward your application to:  
South Carolina House of Representatives  
P.O. Box 11867 Columbia, SC  
29211 Phone (803) 734-2010**