

Notary Public Commissions³⁷

Notary public commissions have a duration of 10 years, and are eligible for renewal provided that the notary maintains the statutory requirements. The application fee is \$25.00 (for both new and renewal applications). If a notary application is not complete or the applicant does not meet the statutory requirements for a notary, the application must be rejected by the applicant's Legislative Delegation or Secretary of State.

Application/Renewal for Notary Public
STATE OF SOUTH CAROLINA

OFFICE OF THE SECRETARY OF STATE
THE HONORABLE MARK HAMMOND

New Renewal

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. If your commission has not yet expired, you may file your application as a renewal.

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 the issuance of your current commission, 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.
(County)

<p>1) _____ Signature of the Delegation Chairman OR Secretary</p>	<p>2) _____ Signature of Senator / Senate District # _____</p> <p>_____ Signature of House Member / House District # _____</p>
<p>3) Signed by at least half of the present Legislative Delegates from applicant's county of residence:</p> <p>_____</p> <p>_____</p> <p>_____</p>	

³⁷ S.C. House of Representatives, House Legislative Oversight Committee, "Agency Presentation – Notaries, boards and commissions, authentications, and apostilles (December 5, 2019)," under "Committee Postings and Reports," under "House Legislative Oversight Committee," under "Secretary of State, Office of the," and under "Meetings," <https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/SecretaryofState/SoS%20Presentation%20-%20Notaries,%20Boards%20and%20Commissions.pdf> (accessed January 21, 2020), slide 10. Hereinafter "Notaries Presentation."