

# State of South Carolina

## Office of the Secretary of State Mark Hammond

Duties of a South Carolina Notary Public Pursuant to:  
S.C. Code Ann. §§ 26-1-10 et. seq. and §§ 26-3-10 et. seq. (1976)

1. REGISTER YOUR COMMISSION WITHIN 15 DAYS AT YOUR **COUNTY CLERK OF COURT** LOCATED IN THE **COUNTY COURTHOUSE WHERE YOU LIVE**. CONTACT INFORMATION IS ONLINE AT <http://www.state.sc.us/counties/> OR IN THE BLUE PAGES (GOV'T SECTION) OF YOUR LOCAL TELEPHONE BOOK. BE PREPARED TO PRODUCE A VALID PICTURE IDENTIFICATION WITH YOUR SIGNATURE WHEN RECORDING YOUR COMMISSION AND PAY A \$5.00 RECORDING FEE.
2. **When notarizing documents, personal appearance by the signer before the Notary Public is required.**
3. Each Notary Public shall have a seal of office and expiration date, which shall be affixed to his/her instruments of publications; however, the absence of such seal or date shall not render his/her acts invalid if his/her official title is affixed. (If notarized documents are to be filed in another state or used in another Country the Notary Seal is strongly recommended.)
4. Notary Seal and Stamp can be purchased from most office supply stores.
5. Each Notary Public has the power to: administer oaths; take depositions and affidavits; take protests for non-payment of bonds, notes, drafts and bills of exchange; take acknowledgements and proofs of deeds and other instruments required by law to be acknowledged; perform all other acts provided by law.
6. A notary public cannot certify copies.
7. Pursuant to the South Carolina Code of Law, Each Notary Public shall charge the following fees:
  - 25 cents per copy sheet for taking depositions and swearing witnesses
  - 10 cents for each copy containing up to 100 words for duplicating depositions, protests, and certificates
  - 50 cents for each attendance upon any person for proving a matter or thing and certifying the same
  - 50 cents for every notarial certificate with seal
  - 25 cents for each administration of oath for affidavits
  - 50 cents plus postage for transmitting notice of a protest
  - 1 dollar for taking a renunciation of dower or inheritance
8. Each Notary Public commission shall last 10 years.
9. Each Notary Public whose name is legally changed during his/her term in office shall file a name change application with Secretary of State with the fee of ten dollars. A new Commission shall be issued.
10. The jurisdiction of each Notary Public shall extend throughout the state.
11. A Notary Public may not notarize his/her own signature.
12. A Notary Public may perform a Marriage Ceremony.
13. The S. C. Code Governing Notaries web address is : <http://www.scstatehouse.net/code/tit126.htm>

P. O. Box 11350, COLUMBIA, SC 29211, (803) 734-2119 or (803) 734-2512 [www.scsos.com](http://www.scsos.com), [Pathamby@infoave.net](mailto:Pathamby@infoave.net)  
Upon request, additional information is available by email in a Microsoft Word document.