

## 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. (*Bottom portion is to be completed by your County Delegation, addresses are listed below.*)
2. Attach a check or money order to your application in the amount of \$25.00 payable to "SC Secretary of State."
3. Mail your application and check/money order to your county delegation office listed below 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 is not listed below, forward your application to: South Carolina House of Representatives PO Box 11867 Columbia, SC 29211 Phone (803) 734-2010.**
5. The Secretary of State's Office will mail your commission 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 Voters Registration Office or County Registration and Election Commission for this information. The number will be listed in the county government section of your local telephone book.

### **Aiken County Delegation**

828 Richland Avenue  
Aiken, SC 29801 Phone (803) 642-1694

### **Anderson County Delegation**

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

### **Beaufort County Delegation**

PO Box 1267  
Beaufort, SC 29901 Phone (843) 470-2565

### **Berkeley County Delegation**

1145 Hwy. 402  
Moncks Corner, SC 29461

### **Charleston County Delegation**

# 4 Courthouse Square  
Charleston, SC 29401 Phone (843) 958-4250

### **Colleton County Delegation**

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

### **Darlington County Delegation**

PO Box 1200  
Hartsville, SC 29550 Phone (803) 212-6148

### **Dillon County Delegation**

240 Bermuda Road  
Dillon, SC 29536

### **Fairfield County Delegation**

PO Box 1006  
Winnsboro, SC 29180

### **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) 467-7105

### **Horry County Delegation**

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

### **Kershaw County Delegation**

632 W. DeKalb St., Suite 204  
Camden, SC 29020

### **Lexington County Delegation**

205 E. Main Street  
Lexington, SC 29072 Phone (803) 785-8184

### **Marion County Delegation**

137 Airport Court, Suite J  
Mullins, SC 29574 Phone (843) 423-8237

### **Marlboro County Delegation**

P.O. Drawer 995  
Bennettsville, SC 29512

### **Oconee County Delegation**

425 S. Pine Street  
Walhalla, SC 29691 Phone (864) 638-4237

### **Orangeburg County Delegation**

PO Box 9000  
Orangeburg, SC 29116 Phone (803) 533-6102

### **Pickens County Delegation**

135 Folger Ave., West End Hall Rm. 205  
Easley, SC 29640

### **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 Courthouse, Rm. 103  
Sumter, SC 29150 Phone (803) 436-2304

### **York County Delegation**

PO Box 31  
Clover, SC 29710

**Application for Notary Public or Renewal for Notary Public**

STATE OF SOUTH CAROLINA

**OFFICE OF THE SECRETARY OF STATE**

THE HONORABLE MARK HAMMOND

New \_\_\_\_\_ Renew \_\_\_\_\_

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:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Social Security # \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

Voter Registration # \_\_\_\_\_

(Voter Registration Number may be obtained from your County Registration and Election Office or Voter Registration Office)

Telephone # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Languages other than English in which fluent \_\_\_\_\_

**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.

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

Date \_\_\_\_\_

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

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

**Mail application to delegation for required signatures (addresses and telephone numbers are on back of application)**

**This section to be completed by the Legislative Delegation. Please choose 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_