

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

For delegation office use only
_____ Date received
_____ Check number

New _____ Renewal _____

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. **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.
7. If your commission has not yet expired, you may file your application as a renewal. If your previous commission has expired, your application will be processed as a new application.

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)

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:

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[] **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.

<p>_____ Signature of applicant</p> <p>Print Name _____ Date: _____</p> <p><u>*Please sign and print your name exactly as you will sign when you notarize documents. Your signature and printed name must match. Your commission will be issued with the name as printed and signed here. If this is a renewal application, your name as printed here must match your name as previously commissioned.</u></p>	<p>Sworn to and subscribed before me This _____ day of _____, 20 _____</p> <p>_____ Notary Public of South Carolina</p> <p>_____ Printed Name My Commission Expires _____</p>
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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

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

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

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

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