

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 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 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 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

Colleton County Delegation

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

Darlington County Delegation

PO Box 1200
Hartsville, SC 29550 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

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

Fairfield County Delegation

PO Box 1006
Winnsboro, SC 29180 Phone (803) 635-6884

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

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

205 E. Main Street, Suite 203
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 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) 212-6240

Application/Renewal for Notary Public

For delegation office
use only

Date received

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:

PLEASE PRINT

Name _____

Mailing Address _____ City _____ Zip Code _____

Home Street 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 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

Print Signed

Name _____ Date: _____

Notary Public of South Carolina

***Please sign cpf 't t l p v' i q w t 'p c o g' b z a c t l y a s y o u w i l n**
u i p 'v j g p' i q w h o t a r i z e d o c u m e n t s . C o m m i s s i o n w i l l
d e' k u m e f ' l p t h i s p c o g .

My Commission Expires _____

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

This section should 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) _____ 2) _____
Signature of the Delegation Chairman **OR** Secretary 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:

