

## 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

STATE OF SOUTH CAROLINA  
OFFICE OF THE SECRETARY OF STATE  
THE HONORABLE MARK HAMMOND

For delegation office  
use only

Date received \_\_\_\_\_

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 cfp 't t kpv'! qwt 'pco g'bzactly as you wiln  
ti p'v j gp'! qw'hotarize documents. Commission will  
dg'kunwf' lp this pco 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) \_\_\_\_\_  
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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