



NOTARY APPLICATION PROCESS

*****PLEASE NOTE*****

THE HORRY COUNTY LEGISLATIVE DELEGATION OFFICE HANDLES ONLY APPLICATIONS OF HORRY COUNTY RESIDENTS! APPLICANT MUST BE AN ACTIVE REGISTERED VOTER IN HORRY COUNTY. ALL APPLICATIONS WILL BE VERIFIED BY OUR OFFICE AND VOTER REGISTRATION BEFORE THEY ARE PROCESSED. NAMES AND ADDRESSES ON APPLICATIONS MUST MATCH THE ONES ON FILE AT VOTER REGISTRATION OFFICE. IF NOT, TO BECOME REGISTERED OR TO CHANGE A REGISTRATION, IT CAN BE MADE AT VOTER REGISTRATION OFFICE, LOCATED AT 1515 FOURTH AVENUE IN CONWAY, BY GOING TO WWW.SCVOTES.GOV AND CLICK ON VOTERS DROP DOWN MENU, OR YOU MAY CONTACT THEM AT (843) 915-5440.

PLEASE INCLUDE, WITH YOUR COMPLETED APPLICATION, A CHECK OR MONEY ORDER FOR \$25.00 PAYABLE TO: SC SECRETARY OF STATE. CASH CANNOT AND WILL NOT BE ACCEPTED! ALL CHECK OWNER'S INFORMATION MUST APPEAR ON THE UPPER LEFT-HAND CORNER. NO BLANK START-UP CHECKS WILL BE ACCEPTED. DO NOT MAKE IT OUT TO HORRY DELEGATION.

COMPLETE THE ENCLOSED FORM BY FILLING OUT THE TOP PORTION, ALONG WITH THE OATH OF NOTARY PUBLIC PORTION. SIGN THE APPLICATION IN THE PRESENCE OF A SOUTH CAROLINA NOTARY--WHO WILL WITNESS/NOTARIZE YOUR SIGNATURE. BOTH SIGNING DATES MUST MATCH AS THE APPLICATION MUST BE SIGNED AND NOTARIZED AT THE SAME TIME. ANY DATES THAT ARE WHITED OUT OR SCRATCHED THROUGH AND CORRECTED WILL NOT BE ACCEPTED & YOU MUST COMPLETE ANOTHER APPLICATION. ALL SIGNATURES MUST BE LEGIBLE.

MAIL THE COMPLETED APPLICATION, ALONG WITH THE CHECK OR MONEY ORDER TO: HORRY COUNTY LEGISLATIVE DELEGATION OFFICE, PO BOX 1236, CONWAY, SOUTH CAROLINA, 29528.

YOU MAY ALSO BRING YOUR APPLICATION AND PAYMENT TO THE DELEGATION OFFICE LOATED AT 1201 THIRD AVENUE IN CONWAY, SUITE 155, IN THE OLD HISTORICAL COURTHOUSE. ENTER THROUGH THE ELM STREET-SIDE ENTRANCE OF COURTHOUSE AND OUR OFFICE IS THE FIRST HALLWAY TO THE RIGHT-THE END DOOR. IF NO ONE IS IN THE OFFICE, YOU MAY SLIDE THE COMPLETED APPLICATION AND PAYMENT UNDER THE DOOR. OUR OFFICE WILL OBTAIN THE NECESSARY SIGNATURES OF THE LEGISLATIVE DELEGATION AND MAIL THE APPLICATION TO THE SC SECTERARY OF STATE FOR PROCESSING, AND THEY WILL SEND YOUR NOTARY COMMISSION IN THE MAIL AT THE ADDRESS LISTED ON THE APPLICATION ONCE PROCESSED.

YOU THEN HAVE 15 DAYS FROM RECEIPT TO TAKE YOUR NOTARY CERTIFICATE PERSONALLY TO THE HORRY COUNTY CLERK OF COURT OFFICE TO BE CLOCKED IN & SIGN THE REGISTRATION BOOK. A \$10 FILING FEE IN THE FORM OF A CASH OR CHECK IS REQUIRED. THEY HAVE 2 LOCATIONS, ONE AT 1301 SECOND AVENUE IN CONWAY, AT (843) 915-5080, AND THE SECOND AT 9630 SCIPIO LANE IN MYRTLE BEACH AT (843) 915-5082.

THIS ENTIRE PROCESS TAKES APPROXIMATELY SIX TO EIGHT WEEKS.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT (843) 915-5130.



Application/Renewal for Notary Public

STATE OF SOUTH CAROLINA

OFFICE OF THE SECRETARY OF STATE

THE HONORABLE MARK HAMMOND

Filing Fee: \$25.00

For delegation office
use only

Date received

Check number

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. 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. You can also check your voter registration number at www.scvotes.gov.
5. This form is used to apply to become a notary public **or** to renew your notary commission.

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 and/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. If your commission has already expired, or you are within 30 days of expiring, you will not need to complete the Change in Status form despite possible changes to your name and/or address.*

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 _____

FOR LEGISLATIVE DELEGATION USE ONLY:

* This section **must be** completed by the Legislative Delegation in which you reside.

**Mail this completed application to your Legislative Delegation for the required signatures. The addresses and telephone numbers are on the last page of the application.

Please complete at least 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:

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

☐ **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.

Print Name _____
**Exactly as you wish to be commissioned.*

Sworn to and subscribed before me on
This _____ day of _____, 20_____

Signature of Applicant

Date

Signature of Notary Public of South Carolina

- Please sign and print your name above exactly as you will sign when you notarize documents, in the presence of another notary.
- If this is a renewal application, your name as printed above must match your name as previously commissioned. If not, a Change in Status application is required to be completed prior to the renewal of your commission.

Printed Name of Notary Public of South Carolina

My Commission Expires _____

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

** Please mail your completed notary public application to the Legislative Delegation Office of the county where you currently reside in.*

Aiken County Delegation

1930 University Parkway
Suite, 3600A
Aiken, SC 29801
Phone (803) 642-1694

Anderson County Delegation

P.O. Box 8002
Anderson, SC 29622
Phone (864) 260-4025

Beaufort County Delegation

P.O. Box 1228
Beaufort, SC 29901
Phone (843) 255-2260

Berkeley County Delegation

P.O. Box 142, Suite 613
Columbia, SC 29202
Phone (803) 212-6056

Charleston County Delegation

P.O. Box 190016
North Charleston, SC 29419-9016
Phone (843) 740-5855

Chester County Delegation

104 McAliley Street
P.O. Box 580
Chester, SC 29706
Phone (803) 581-0233

Chesterfield County Delegation

178 Mill Street
Chesterfield, SC 29709
Phone (843) 623-5001

Clarendon County Delegation

P.O. Box 156
Manning, SC 29102
Phone (803) 212-6056

Colleton County Delegation

P.O. Box 2103
Walterboro, SC 29488
Phone (843) 549-7586

Darlington County Delegation

P.O. 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

Attn.: Senator Mike Fanning
P.O. Box 142, Suite 502
-Gressette Building
Columbia, SC 29202
Phone (803) 815-4037

Florence County Delegation

P.O. Box 100547
Florence, SC 29502
Phone (843) 661-4662

Georgetown County Delegation

P.O. Drawer 421270
Georgetown, SC 29442
Phone (843) 545-3029

Greenville County Delegation

301 University Ridge,
Suite S-2200
Greenville, SC 29601
Phone (864) 467-7112

Greenwood County Delegation

Attn.: Susan McIntyre
600 Monument Street, P-103
Greenwood, SC 29646
Phone (864) 942-8507

Hampton County Delegation

P.O. Box 686
Hampton, SC 29924
Phone (803) 914-2142

Horry County Delegation

P.O. Box 1236
Conway, SC 29528
Phone (843) 915-5130

Jasper County Delegation

P.O. Box 2433
Ridgeland, SC 29936
Phone (843) 726-6019

Kershaw County Delegation

P.O. Box 2133
Camden, SC 29020
Phone (803) 432-0858

Lancaster County Delegation

404 Blatt Building
1105 Pendleton Street Columbia,
SC 29201
Phone (803) 734-9975

Laurens County Delegation

c/o The Honorable Mark N. Willis
201 Quillen Avenue
Fountain Inn, SC 29644
Phone (864) 230-0135

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

P.O. 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

P.O. Box 192
Columbia, SC 29202
Phone (803) 576-1908

Saluda County Delegation

111 Law Range Street
Saluda, SC 29138
Phone (864) 445-4500 Ext. #2209

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

Attn.: Senator Wes Climer
P.O. Box 142
Columbia, SC 29201
Phone (803) 212-6230

***If your County Delegation is not listed, forward your application to:
South Carolina House of Representatives
P.O. Box 11867
Columbia, SC 29211
Phone (803) 734-2010**