

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:

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 # _____

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

Normal Signature of applicant

This _____ day of _____, 20

Date _____

Notary Public of South Carolina

My Commission Expires _____

(Mail Application to the Delegation Office for signatures; 366 North Church Street, Room 1210, Spartanburg SC 29303)

This section to be completed by the Legislative Delegation.

We, the Spartanburg County Legislative Delegation, recommend the appointment of the above named applicant.

1) _____
Signature of Delegation Chairman **or** Secretary

2) _____
Signature of Senator/Senate District # _____

Signature of House Member/House District # _____

APPLICATION INSTRUCTIONS

1. State law requires that all Notary Publics be a **current** registered voter in the county of residence.
2. Carefully **TYPE** or **PRINT all** information requested in the top portion of the application and have your signature notarized. (Only original applications can be processed.)

Please note: If your address has changed since you registered to vote, it will be necessary to change your address at the Voter Registration Office (366 North Church Street, Room 1630).

Please include the name of your Voting Precinct, House and Senate District Number. If you do not know your House and Senate District Number, you may call Voter Registration (864-596-2549) to obtain this information.

3. Delegation signatures, required at the bottom of the application, will be secured for you once the completed application is received in the Delegation Office.
4. Attach a Check or Money Order (CASH NOT ACCEPTED) made payable to the Secretary of State in the amount of \$25.00.
5. Mail completed application and check/money order to:

**SPARTANBURG COUNTY LEGISLATIVE DELEGATION
366 NORTH CHURCH STREET, ROOM 1210
SPARTANBURG, SOUTH CAROLINA 29303**

6. Appointment papers (certificate and pocket card) will be issued to you in approximately 6 to 8 weeks.
7. Once you receive your appointment papers, take all appointment papers to the Clerk of Court's Office at the Spartanburg County Courthouse (180 Magnolia Street) to register as a notary. There will be a \$5.00 registration fee payable to the Clerk of Court.

NOTE 1: New and renewal applications must be registered at the Clerk of Court Office.

NOTE 2: You do not receive a notary seal with your appointment papers. Your Notary Seal and/or stamps may be purchased from an office supply or mail order company.