

## NOTARY APPLICATION INSTRUCTIONS

1. State law required that all Notary Publics be a current registered voter at the home address provided on this application.

Please note: If your name or Home address has changed since you registered to vote, it will be necessary to change your address at the Voter Registration and Elections Office (located at 366 North Church Street, Suite 1630) before applying to become a Notary.

2. Carefully **TYPE** or **PRINT ALL** information requested in the top portion of the application and have your signature notarized. *(Only original applications will be processed.)*

3. **Your signature and the Notary Public who notarizes your signature are required to be the same date.**

4. Delegation signatures, required at the bottom of the application, will be secured for you once the completed application is received in the Spartanburg Delegation Office. (See address below).

5. Attach a **Check** or **Money Order** made payable to the **Secretary of State** in the amount of \$25.00. (Cash is not accepted.)

6. Mail the completed application along with your check or money order to:

**Spartanburg County Legislative Delegation**

**366 North Church Street, Room 1210**

**Spartanburg, SC 29303**

7. Notary (certificate and pocket card) will be issued to you in approximately 6 to 8 weeks.

8. Once you receive your Notary certificate and pocket card, take all paperwork to the Clerk of Court's Office (Located in the Spartanburg County Courthouse (180 Magnolia Street) to register as a Notary in the State of South Carolina. There will be a \$5.00 registration fee payable to the Clerk of Court.

9. New and renewals MUST be registered at the Clerk of Court Office.

10. You do not receive a notary seal with your notary appointment papers. Your Notary Seal and/or stamp may be purchased from any office supply company.

11. Remember all **out of state paper work you notarize is required to have your Notary Seal embossed or stamped.**

Application/Renewal for Notary Public

For delegation office use only

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

Date received

New [ ] Renewal [ ]

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

\*You must be a registered voter at the home address provided on this application.

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

[ ] 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.

Sworn to and subscribed before me
This day of , 20

Signature of applicant

Print Name Date:

Notary Public of South Carolina

\*Please sign and print your name exactly as you will sign when you notarize documents. The commission will be issued in this name.

My Commission Expires

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:

Four horizontal lines for signatures of delegates.