



# South Carolina Notary Commission Process

## *Step-by-Step Instructions to Begin My Notary Commission*

### ☐ **Step 1**

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older
- Be a resident of South Carolina
- A registered voter
- Read and write English
- Not be under a court order declaring mental incompetence
- No felony convictions, or offense against election laws or, if previously convicted, have served a full sentence or received a pardon

### ☐ **Step 2**

I purchased my state required Notary seal and supplies at [NationalNotary.org/SC/Become](https://www.NationalNotary.org/SC/Become) or I called 1-800-876-6827.

### ☐ **Step 3**

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

### ☐ **Step 4**

I completed my [Notary commission application](#), had it notarized, and sent it to my County Delegation office (counties listed on application instructions) along with the \$25 application fee.

### ☐ **Step 5**

I have received my commission certificate from the state.

### ☐ **Step 6**

I have emailed a copy of my commission certificate to [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org) or faxed a copy to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

### ☐ **Step 7**

Within 15 days, I have registered my commission with the local county clerk.

NOTE: Any [South Carolina Notary package](#) you purchase from the NNA will include your state required item: Notary stamp. It's the best and most convenient way to make sure you have everything you need to become a South Carolina Notary.

#### **Questions? Contact our Customer Care Professionals**

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org)

Website: [www.NationalNotary.org/SC/Become](https://www.NationalNotary.org/SC/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)