



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/SC/Renew

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

Step 1

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

- 18 years or older
- A registered voter
- Read and write English

Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/SC/Renew 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 commission application http://www.sos.sc.gov/forms/Notary/NP_Application.pdf and sent it to my County Delegation office (counties listed on application instructions) along with the 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, or faxed a copy to 1-800-833-1211. Once my document has been received, my stamp will be shipped within three business days.

Step 7

I have received my seal stamp.

Step 8

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