South Carolina Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

❑ **Step 1**

I am eligible to renew as 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/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 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 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 renew as a South Carolina Notary.

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)