



Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: www.NationalNotary.org/SD/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 SD resident, or nonresident if from county bordering SD and working in state**
- **No felony convictions**

Step 2

I purchased my state required Notary seal and supplies at www.NationalNotary.org/SD/Renew or I called 1-800-876-6827 and provided my county and commission expiration date.

Step 3

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

Step 4

I have received my bond and application.

Step 5

I completed my commission application

(http://www.nationalnotary.org/file%20library/nna/applications/south-carolina_state-application--e-.pdf) and sent it to:

**Office of the Secretary of State
Notary Public Division
500 East Capitol Avenue
Pierre, SD 57501**

Step 6

I have received my commission certificate from the state.

Step 7

I have emailed a copy of my commission certificate to the NNA if I've purchased Errors & Omissions Insurance: Releasing@NationalNotary.org, or faxed to 1-800-83301211. Once my documents have been received, my stamp will be shipped within 3 business days.