



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

For Office Use Only
_____
Date Received
_____
Date Updated

**Change in Status and  
 Duplicate Commission Request Form**  
 Filing Fee: \$10.00

Please check the appropriate option(s) and complete the information as required. You will only need to complete the sections relevant to your change of information. **Please type or print in black or blue ink.**

The applicant is requesting the following:

Notary Public Name Change

If requesting a name change, please provide the following information:

(please print)	Changed From:	Changed To:
Name (as commissioned)		

**Name Changes:** Once you have received your new notary public commission bearing your new name from the Secretary of State's Office, you may officially begin notarizing documents in your new name as issued on your commission. **Please enroll your new commission in your new name with your county's Clerk of Court.** You will need a new seal that reflects your name change. You also need to destroy or deface any seals bearing your old name so they cannot be misused. The expiration of your term as a notary public will remain the same as it was prior to your name change.

Notary Public Address Change

If requesting a change to any of the following, please complete the applicable portions:

(please print)	Changed From:	Changed To:
Mailing Address:		
Mailing Address City:		
Mailing Address Zip Code:		
Home Street Address:		
Home Address City:		
Home Address Zip Code:		
County:		
Phone:		
Email Address:		

**Address Changes:** *Following a change of address or contact information, the expiration date of your term as a notary public will remain the same. You are not required to make any changes to your seal. You will not receive a new commission when you make an address change unless you have also changed your name or requested a duplicate copy of your commission. If you have moved to a new county, you must enroll your commission with the Clerk of Court in that county.*

Duplicate Copy of Notary Public Commission

**Duplicate Copies:** *You may request a duplicate copy of your commission at any time. If you have changed your name, you will receive a new commission and do not need to request a duplicate commission.*

Please provide your date of birth: \_\_\_\_\_.

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public of South Carolina

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

*\*Please sign here using your name as commissioned. If you are changing your name, please sign using your new name as it is printed above and will be commissioned.*

#### Filing Instructions

1. Return by mail or hand delivery to: Secretary of State  
Attn: Notary Division  
1205 Pendleton Street, Suite 525  
Columbia, SC 29201
2. Please make checks payable to the South Carolina Secretary of State.
3. Include the \$10.00 filing fee. The total fee for this form is \$10.00, even if more than one option is selected.
4. S.C. Code of Laws §26-1-130 states a notary must notify the Secretary of State of any changes to the notary's legal name, address, or county within 45 days of the change(s) using a Change In Status Form as prescribed by the Secretary.
5. This form must be signed and notarized. You cannot notarize your own signature, but must have it notarized by another notary.
6. The Notary Public Division is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, except on state holidays. To contact the Secretary of State's Notary Division, call (803) 734-2512. You may also contact the Division Director, Tracy Sharpe, by email at [tsharpe@sos.sc.gov](mailto:tsharpe@sos.sc.gov).
7. Please allow approximately 10 days for processing.