

*State of South Carolina*  
*Office of the Secretary of State*

**Duties of a South Carolina Notary Public Pursuant to:  
S.C. Code Ann. §§ 26-1-10 et. seq. and §§ 26-3-10 et. seq. (1976)**

1. Each Notary Public shall have a seal of office, which shall be affixed to his/her instruments of publications; however, the absence of such seal shall not render his/her acts invalid if his/her official title is affixed. (If notarized documents are to be filed in another state or used in another Country the Notary Seal is strongly encouraged as many states are reluctant to accept documents that do not bear a Notary Seal).
2. Each Notary Public shall, within fifteen days after being commissioned, exhibit his/her commission to the Clerk of Court of the County in which he/she lives and be enrolled by the clerk. (Clerk of Court is located at your County Courthouse and a nominal fee is charged for enrollment)
3. Each Notary Public has the power to: administer oaths; take depositions and affidavits; take protests for non-payment of bonds, notes, drafts and bills of exchange; take acknowledgements and proofs of deeds and other instruments required by law to be acknowledged; perform all other acts provided by law.
4. Each Notary Public shall charge the following fees:
  - 25 cents per copy sheet for taking depositions and swearing witnesses
  - 10 cents for each copy containing up to 100 words for duplicating depositions, protests, and certificates
  - 50 cents for each attendance upon any person for proving a matter or thing and certifying the same
  - 50 cents for every notarial certificate with seal
  - 25 cents for each administration of oath for affidavits
  - 50 cents plus postage for transmitting notice of a protest
  - 1 dollar for taking a renunciation of dower or inheritance
5. Each Notary Public commission shall last 10 years.
6. Each Notary Public shall indicate the date his/her commission expires below each notarial signature.
7. Each Notary Public whose name is legally changed during his/her term in office shall file a name change application with Secretary of State. Upon payment of the required fee of ten dollars, a new Commission shall be issued.
8. The jurisdiction of each Notary Public shall extend throughout the state.
9. A Notary Public may not notarize his/her own signature.
10. Notary Seal and Stamp may be purchased from your local office supply store. Anyone who sells rubber stamps should be able to assist you.
11. A Notary Public may perform a Marriage Ceremony.
12. A Notary Public must be notarizing another person's signature on a document.
13. The S. C. Code Governing Notaries web address is : [www.lpittr.state.sc.us/code/titl26.htm](http://www.lpittr.state.sc.us/code/titl26.htm)

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