



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 Form—Resignation**  
No Filing Fee

*Pursuant to S.C. Code of Laws §26-1-140(B), when a notary ceases to reside in South Carolina or becomes permanently unable to perform his or her duties, the notary shall resign his or her commission and notify the Secretary of State of the resignation using the Change in Status Form. **Please type or print in black or blue ink.***

I, \_\_\_\_\_, resign my commission as a notary public effective  
*(name as commissioned)*  
as of: \_\_\_\_\_  
*(effective date of resignation)*

**Please provide the following to verify your identity:**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last Four of your Social Security #: \_\_\_\_ \_

**Please complete the following section in the presence of another notary public:**

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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

\_\_\_\_\_  
Printed Name of Notary Public

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

Print Name: \_\_\_\_\_

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

*\*Please sign and print your name here exactly as you are 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. This form must be signed and notarized. You cannot notarize your own signature but must have it notarized by another notary.
3. 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 or email at notary@sos.sc.gov.