



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 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.***

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. You may also contact the Division Director, Tracy Sharpe, by email at [tsharpe@sos.sc.gov](mailto:tsharpe@sos.sc.gov).
4. Please allow approximately 10 days for processing.