

# DELIVERABLE GROUP 3

House Legislative Oversight Review of Secretary of State's Office

# Disclaimer:

## Updates to Program Evaluation Report

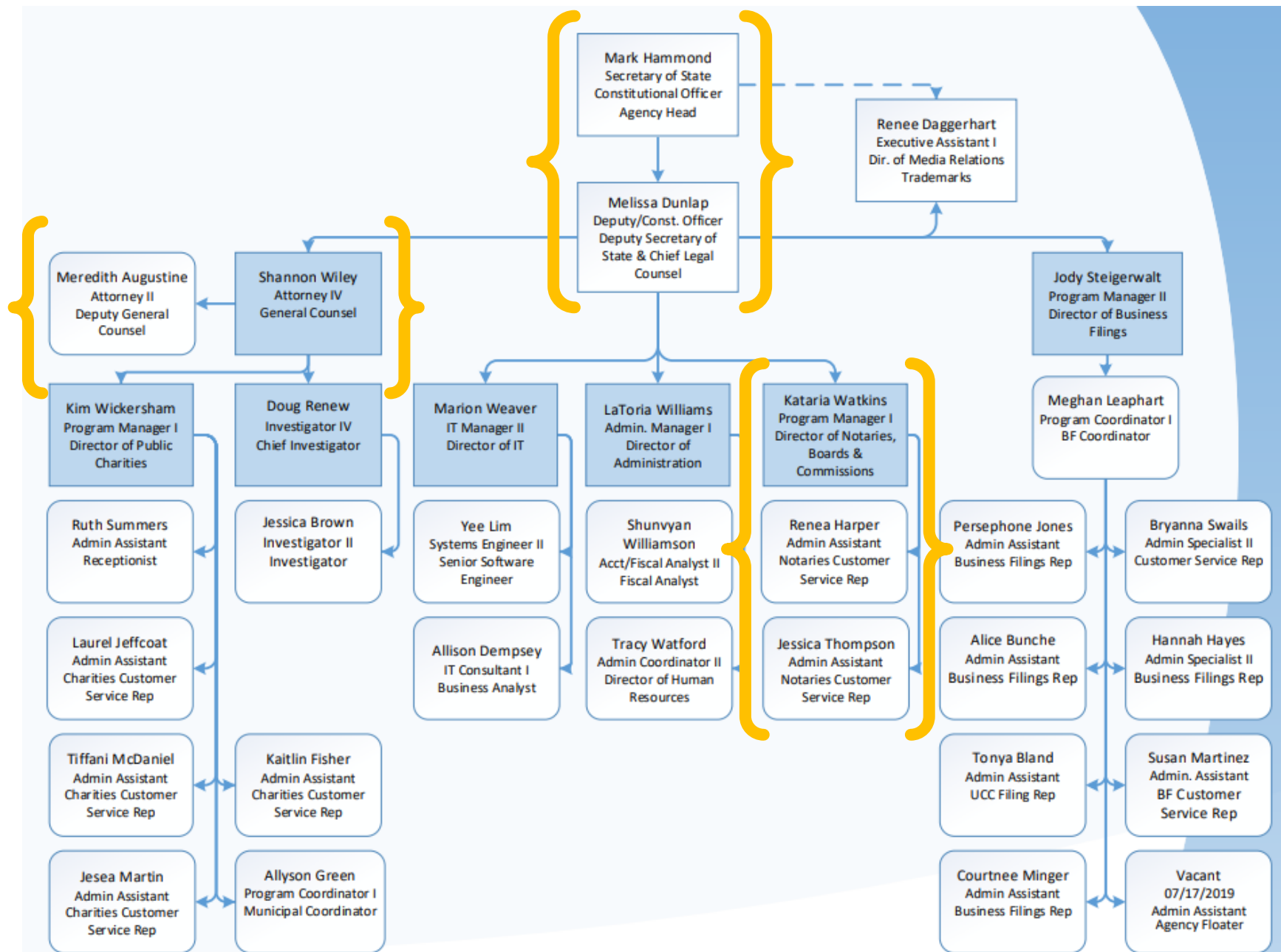
In the course of preparing the Deliverable Group presentations, some data provided in the original Program Evaluation Report has been corrected. The presentations will reference the corrected data, and the Program Evaluation Report will be updated once the Deliverable Group presentations are concluded.



# Deliverable Group 3

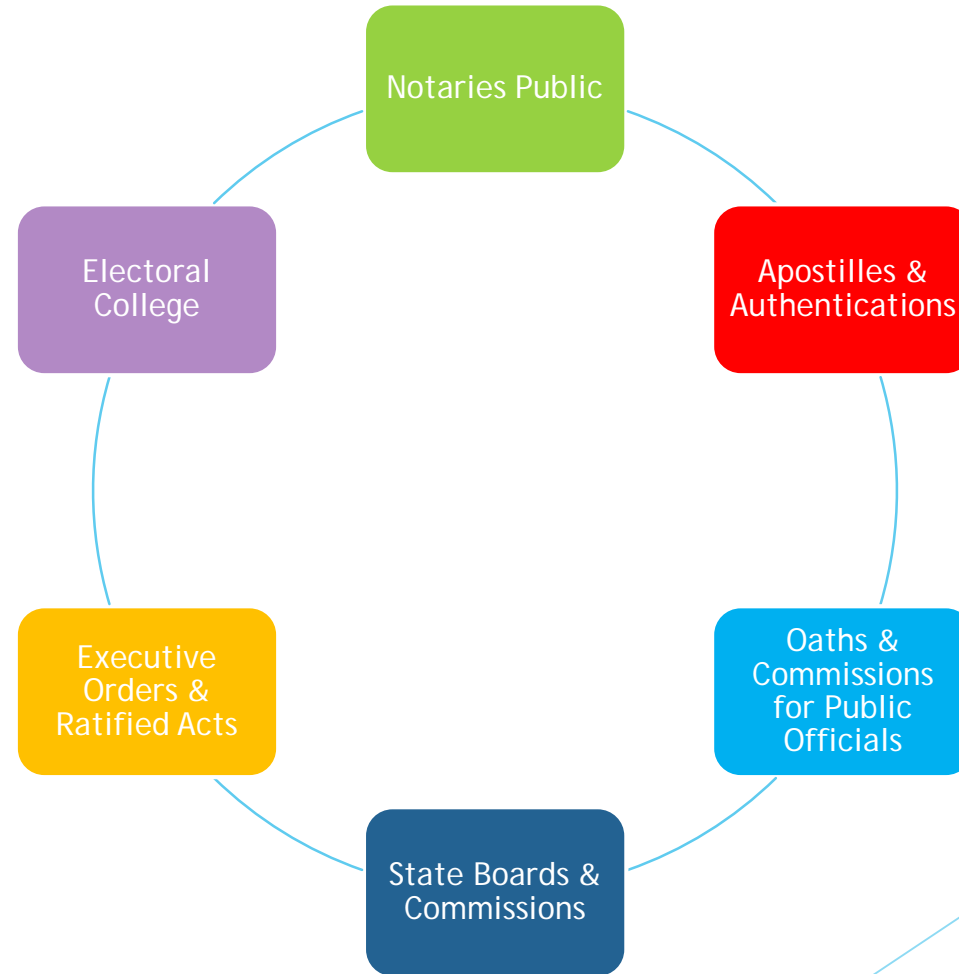
## Divisions Grouped in Deliverable Group 3:

- ▶ Notaries, Authentications, Boards & Commissions
- ▶ Legal Functions Related to Notaries, Authentications, Boards & Commissions



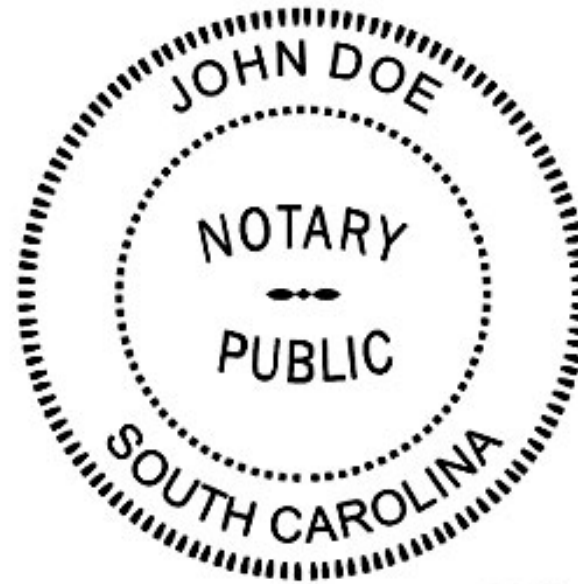
# Division of Notaries, Authentications, Boards & Commissions

The Division of Notaries, Authentications, Boards & Commissions encompasses a variety of areas, including:



# What is a notary public, and how do they serve the state?

- ▶ Notaries public are public officers of the state of South Carolina that are commissioned to perform notarial acts.
- ▶ Notaries are appointed by the Governor and commissioned by the Secretary of State.
- ▶ Notaries serve as impartial witnesses for the state in order to prevent fraud.



# Notary Public Qualifications

Section 26-1-15 requires that a person meet the following qualifications to serve as a notary public in South Carolina:

- ▶ Be registered to vote in South Carolina.
- ▶ Be able to read and write in the English language.
- ▶ Submit an application with no significant misstatement or omission of fact.

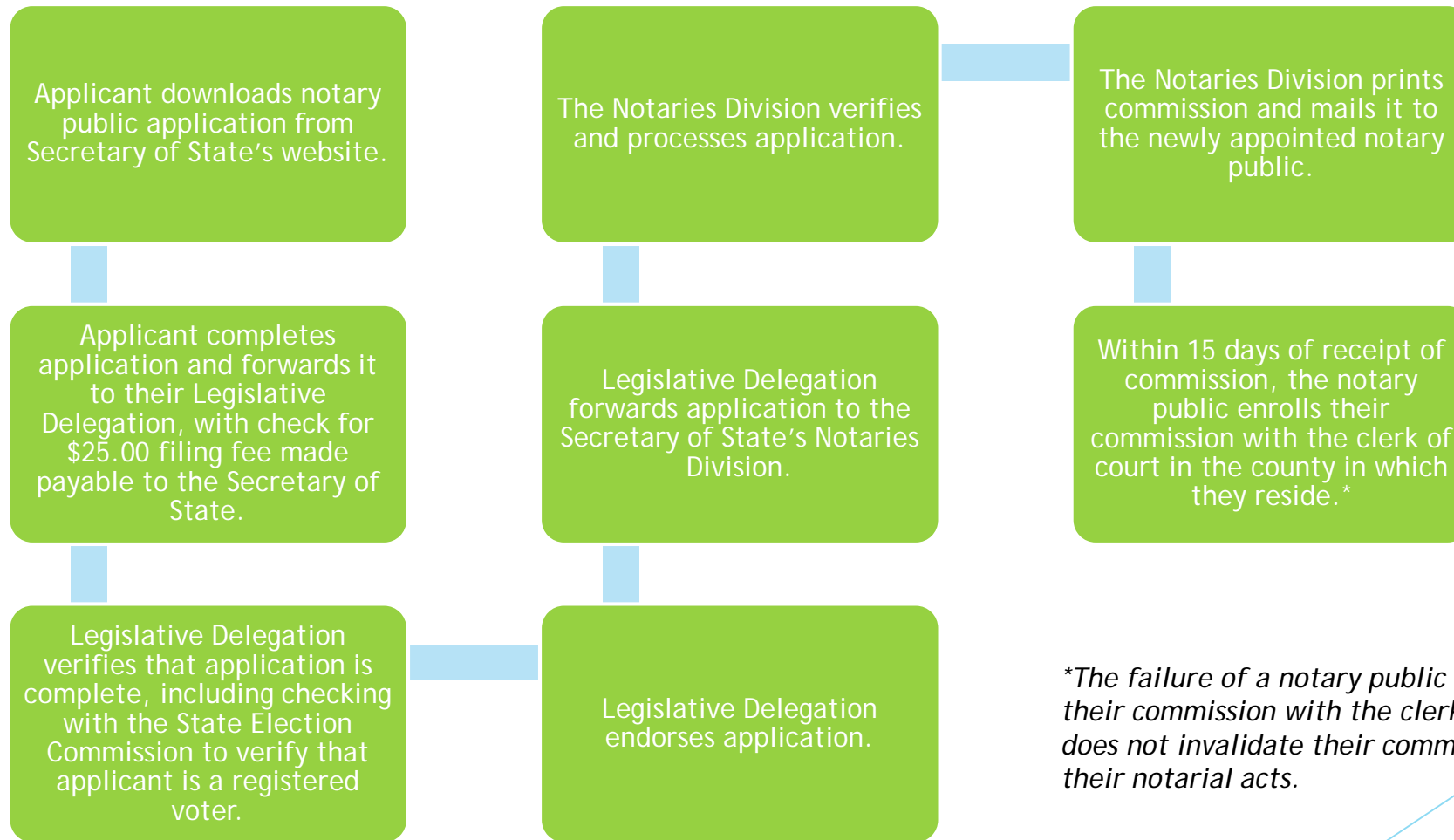
# Notary Public Qualifications

- ▶ Under Section 26-1-40, a notary public must take the oath of office prescribed by the State Constitution and record a copy of the oath with the Secretary of State.
- ▶ The oath of office is included on the notary application.

OATH OF NOTARY PUBLIC	
I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of South Carolina, to exercise the duties of the office to which I have been appointed and that I will, to the best of my ability, discharge the duties thereof and preserve, protect and defend the Constitution of this State, and of the United States. So help me God.	
Print Name _____ <i>In the presence of a notary, please sign your name as printed above.</i>	Sworn to and subscribed before me This _____ day of _____, 20____
_____ Signature of Applicant	_____ Notary Public of South Carolina
_____ Date	_____ Printed Name
<ul style="list-style-type: none"><li>• Your printed name and signature above must match.</li><li>• If this is a renewal application, your name as printed above must match your name as previously commissioned.</li><li>• Please sign and print your name above exactly as you will sign when you notarize documents.</li></ul>	My Commission Expires _____



# Notary Public Application Process



*\*The failure of a notary public to enroll their commission with the clerk of court does not invalidate their commission or their notarial acts.*

# Notary Public Commissions

## Deliverable Nos. 127, 128 & 129

- ▶ Notary public commissions have a duration of 10 years, and are eligible for renewal provided that the notary maintains the statutory requirements.
- ▶ The application fee is \$25.00 (for both new and renewal applications).
- ▶ If a notary application is not complete or the applicant does not meet the statutory requirements for a notary, the application must be rejected by the applicant's Legislative Delegation or Secretary of State.

Application/Renewal for Notary Public  
STATE OF SOUTH CAROLINA

OFFICE OF THE SECRETARY OF STATE  
THE HONORABLE MARK HAMMOND

New ☐ Renewal ☐

For delegation office use only  
Date received \_\_\_\_\_  
Check number \_\_\_\_\_

**Notary Public Application and Renewal Instructions**

1. Carefully type or print legibly all information requested on the top portion of your application and sign in the presence of a notary public. *(The bottom portion is to be completed by your County Delegation, whose addresses are provided at the end of the application.)*
2. Attach a check or money order to your original application in the amount of \$25.00 payable to "SC Secretary of State."
3. Mail both pages of your original application and check/money order to your county delegation office listed at the end of this application for the required signatures. Your delegation office will forward your application and check/money order to the Secretary of State's Office.
4. You **must** be a **registered voter** to become a notary public. If you do not know your voter registration number, call your County Voter Registration and Election Commission for this information. You can also check your voter registration number at [www.scvotes.org](http://www.scvotes.org).
5. If your commission has not yet expired, you may file your application as a renewal.

To: Governor of the State of South Carolina  
I respectfully petition to be appointed Notary Public for this State, and for your information, I herewith submit the following:  
**PLEASE PRINT**  
Name \_\_\_\_\_  
*\*If you are renewing your commission, please note that if your name or home address has changed since the issuance of your current commission, you must file the Change of Status form regarding these changes prior to renewing your commission.*

Home Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
*\*You must be a registered voter at the home address provided on this application.*

Mailing Address (if different from home address) \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Last 4 Digits of your Social Security # \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Voter Registration # \_\_\_\_\_  
(Voter Registration Number may be obtained from your County Voter Registration and Election Office or the State Election Commission.)

Telephone # ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Mail application to delegation for required signatures (addresses and telephone numbers are on the front of the application).

**This section must be completed by your Legislative Delegation. Please choose one of the three options.**

We, the \_\_\_\_\_ (County) Delegation, recommend the appointment of the above named applicant.

1) \_\_\_\_\_  
Signature of the Delegation Chairman OR Secretary

2) \_\_\_\_\_  
Signature of Senator / Senate District # \_\_\_\_\_

\_\_\_\_\_ Signature of House Member / House District # \_\_\_\_\_

3) Signed by at least half of the present Legislative Delegates from applicant's county of residence:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required by S.C. Code  
§§ 26-1-10, -15

Customers:  
Notary Public Applicants

Number of Customers  
Served in 2017-18:

- No. 127: 2,105
- No. 128: 8,654
- No. 129: 6,883

Total Employee  
Equivalents in 2017-18:

- No. 127: 0.15
- No. 128: 0.48
- No. 129: 0.32

Outcome Sought by Agency\*  
Fulfill statutory requirements of  
issuing commissions and  
maintaining record of notary  
appointments.

\*Legislative intent not expressly stated.

# Change of Status and Resignation Forms

## Deliverable Nos. 130 & 131

### Change in Status/Duplicate Commissions

- ▶ A notary public must notify the Secretary of State within 45 days of a change in the notary's name or address. The filing fee for a Change in Status form is \$10.00.
- ▶ A notary public may also use this form to request a duplicate commission.

### Resignation

- ▶ If a notary public resigns their commission, the notary must immediately file a Change in Status-Resignation form with the Secretary of State. There is no filing fee for this form.

### Death

- ▶ If a notary public dies, the notary's personal representative must notify the Secretary of State in writing and destroy or deface all notary seals of the decedent.

Required by S.C. Code  
§§ 26-1-130, -140, -150

Customers:  
Notaries Public

Number of Customers  
Served in 2017-18:

- No. 130: 2,035
- No. 131: 92

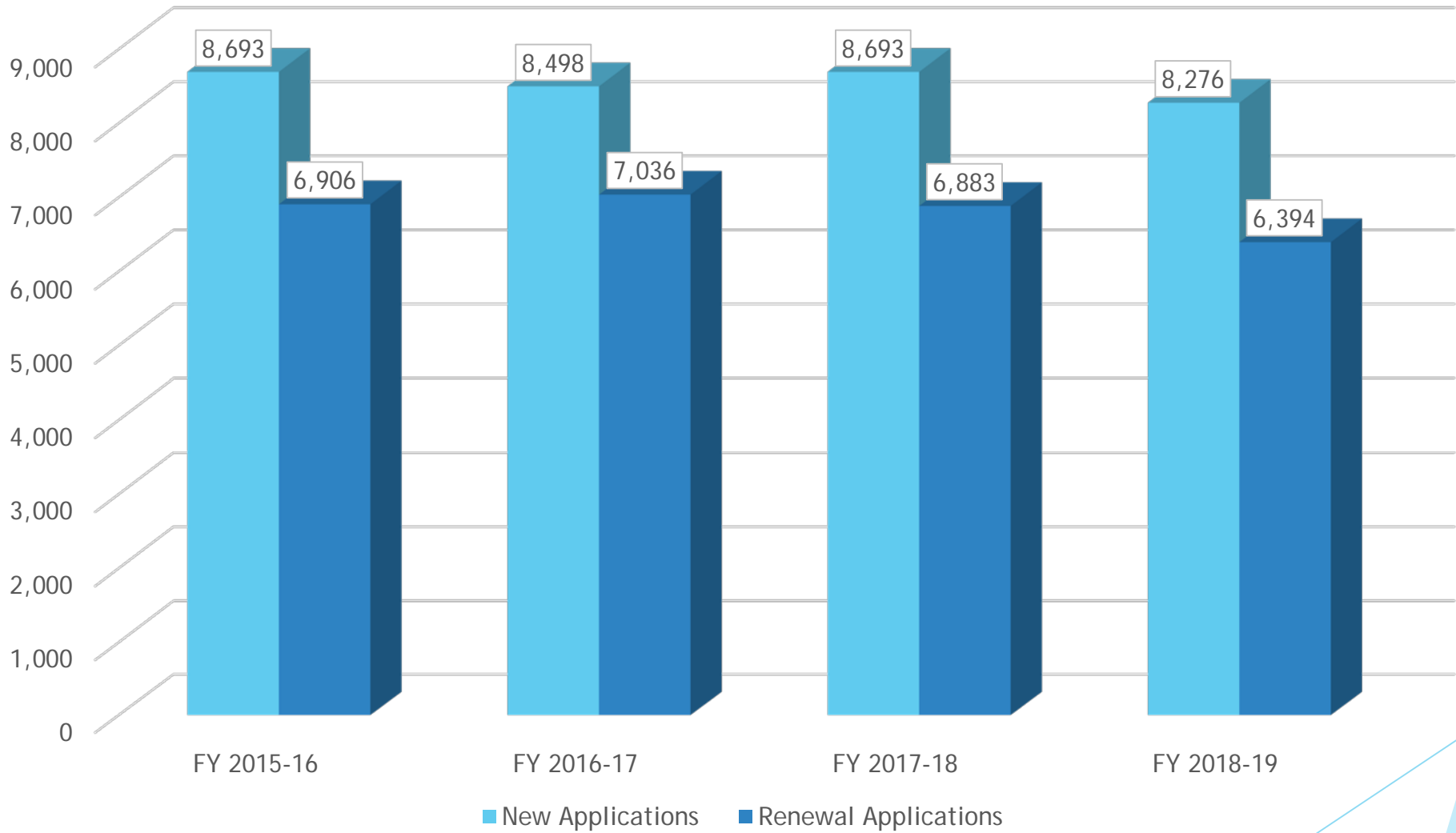
Total Employee Equivalents  
in 2017-18:

- No. 130: 0.20
- No. 131: 0.05

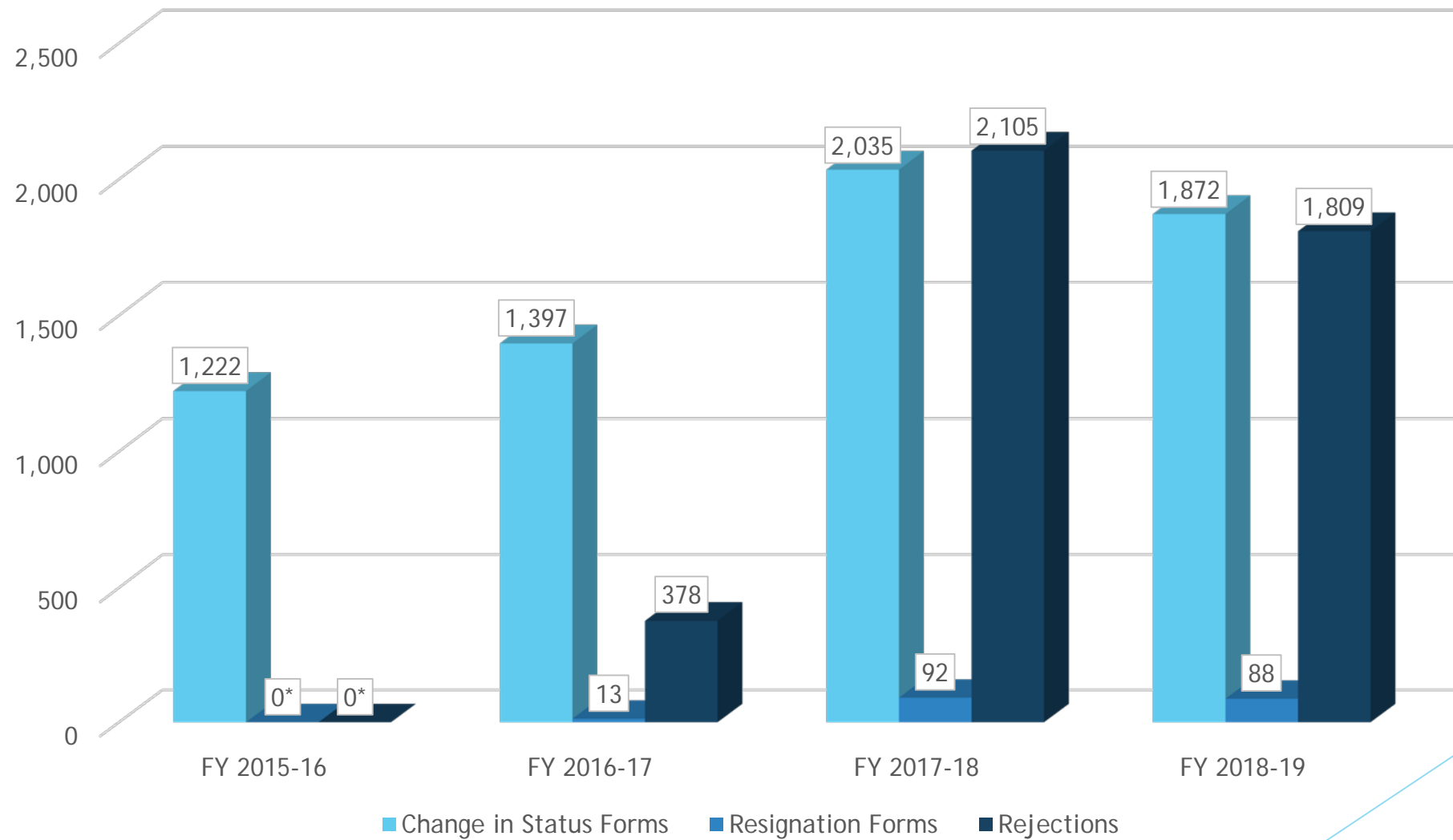
Outcome Sought by Agency\*  
Maintaining accurate record of  
notaries public and prevent  
misuse of notary seals following  
death or resignation of notary.

*\*Legislative intent not expressly stated.*

# Notary Application Filings



## Change in Status, Resignation, and Rejected Filings

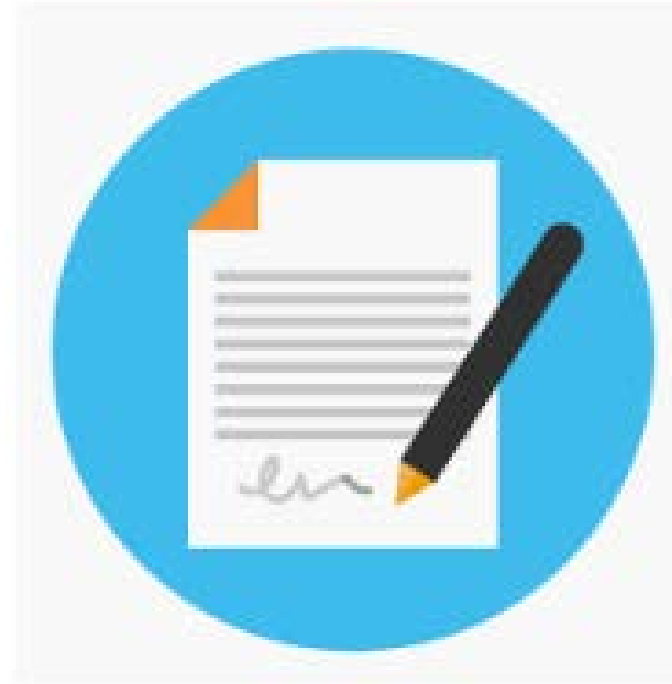


*\*Rejections and resignations not tracked in FY 2015-16*

# Notary Public Verification

## Deliverable No. 132

Upon receipt of a written request to verify whether an individual is commissioned as a notary public, the Secretary of State will provide a verification letter regarding the individual's status.



Provided under S.C. Code  
§ 26-1-10

Customers:  
General Public

Number of Customers Served  
in 2017-18: 2

Total Employee Equivalents  
in 2017-18: 0.01

Outcome Sought by Agency\*  
Maintaining accurate record of  
notaries public and prevent  
misuse of notary seals following  
death or resignation of notary.

*\*Legislative intent not expressly stated.*

The Secretary of State also provides an online, searchable database of South Carolina notaries public, which includes the notary’s name, county of residence, and commission expiration date.



South Carolina

Secretary of State

Mark Hammond

Notary Search

Welcome to the online Notary Public search page. With this page you can search for notaries public commissioned in the state of South Carolina. You may use our online search or call the Notaries Division at (803) 734-2512 to see if a notary is commissioned in the state of South Carolina.

Information on the Notary Public database reflects the information most recently filed with the Secretary of State’s Office. If your filing information has changed, you must file the appropriate form with our office to update the information. The Secretary of State has no authority to update this information without the proper form and filing fee. We cannot accept change requests by email or phone. To access our forms, please visit our Forms and Fees page.

For additional information on Notaries Public, please visit our Notaries and Apostilles page.

Notary Name:

County:

Search

You can search for a notary by first and/or last name. Partial names can also be used (e.g., Hende in lieu of Henderson). The county can be entered to reduce results as a maximum of a thousand results will be returned for each request. Please do not use other punctuation or middle initials as this may return an error.

Name	County	Expiration
Wiley, Shannon A.	Kershaw	02/07/2029

15

# Notary Public Seminars

## Deliverable No. 133

Each fall, the Secretary of State's Office provides free seminars throughout South Carolina to educate notaries public and the general public on state laws governing notaries, including the application process, notary duties and responsibilities, and best practices.



Provided under S.C. Code  
§§ 26-1-5, -10, -15, -20,  
-25, -30, -40, -50, -60,  
-90, -100, -110, -120,  
-130, -140, -150, -160,  
-200, -230

Customers:  
Notaries Public; General  
Public

Number of Customers  
Served in 2017-18: 798

Total Employee Equivalents  
in 2017-18: 0.22

Outcome Sought by Agency\*  
Educate notaries public and  
general public about laws  
governing notaries, including  
qualifications, duties, and  
prohibited activities.

*\*Legislative intent not expressly stated.*



# Notary Public Webinar

Deliverable No. 134

## Notary Webinar



Watch the Notary Webinar

In August 2017, the Secretary of State's Office began offering a notary public webinar on its website, so that notaries and members of the public could access the same information provided at the seminars from the comfort of their home or office.

Provided under S.C. Code  
§§ 26-1-5, -10, -15, -20,  
-25, -30, -40, -50, -60,  
-90, -100, -110, -120,  
-130, -140, -150, -160,  
-200, -230

Customers:  
Notaries Public; General  
Public

Number of Customers  
Served in 2017-18:  
Unknown

Total Employee Equivalents  
in 2017-18: 0.04

Outcome Sought by Agency\*  
Educate notaries public and  
general public about laws  
governing notaries, including  
qualifications, duties, and  
prohibited activities.

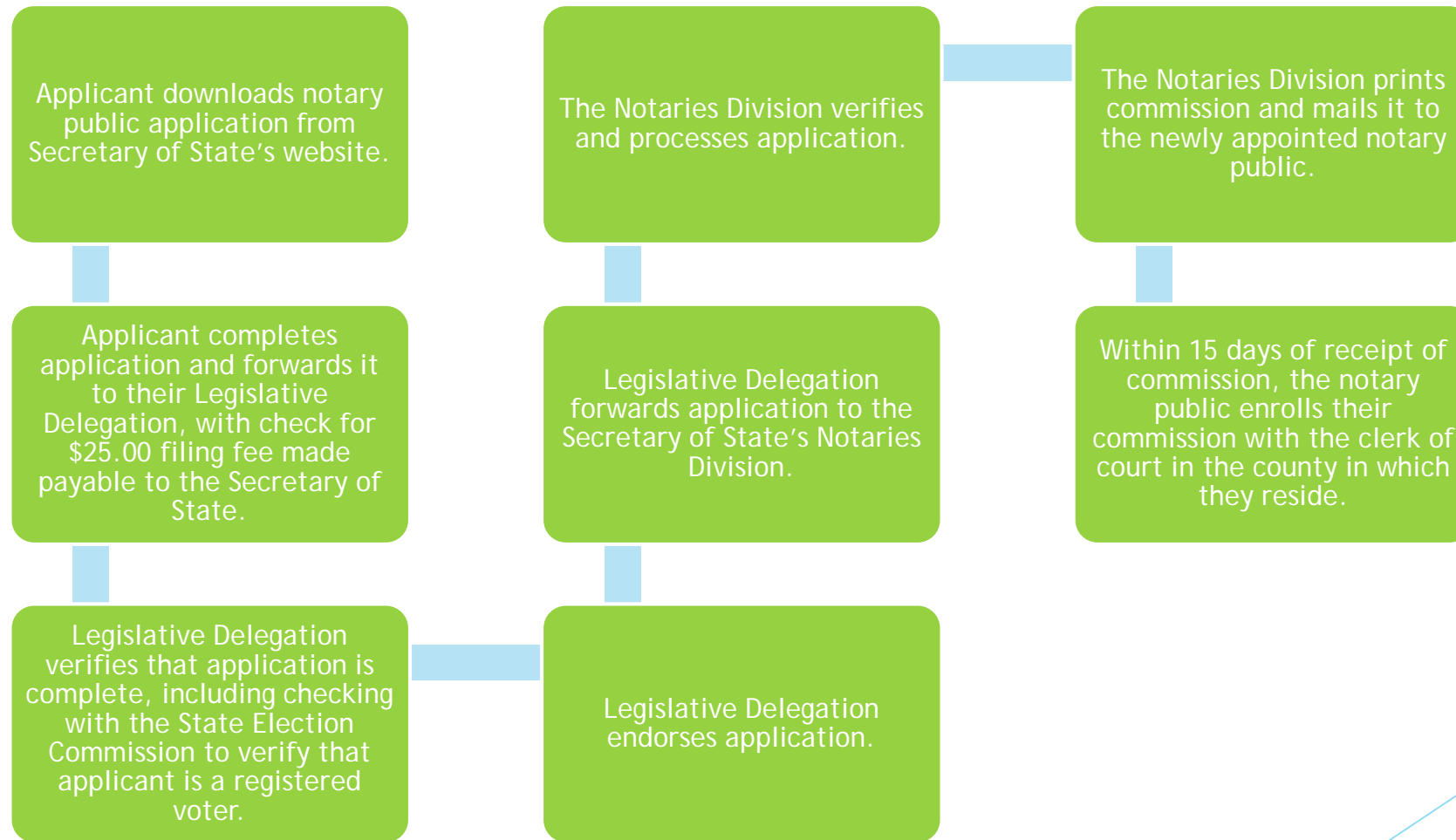
*\*Legislative intent not expressly stated.*

# Suggested Law Change Related to Notary Public Application Process

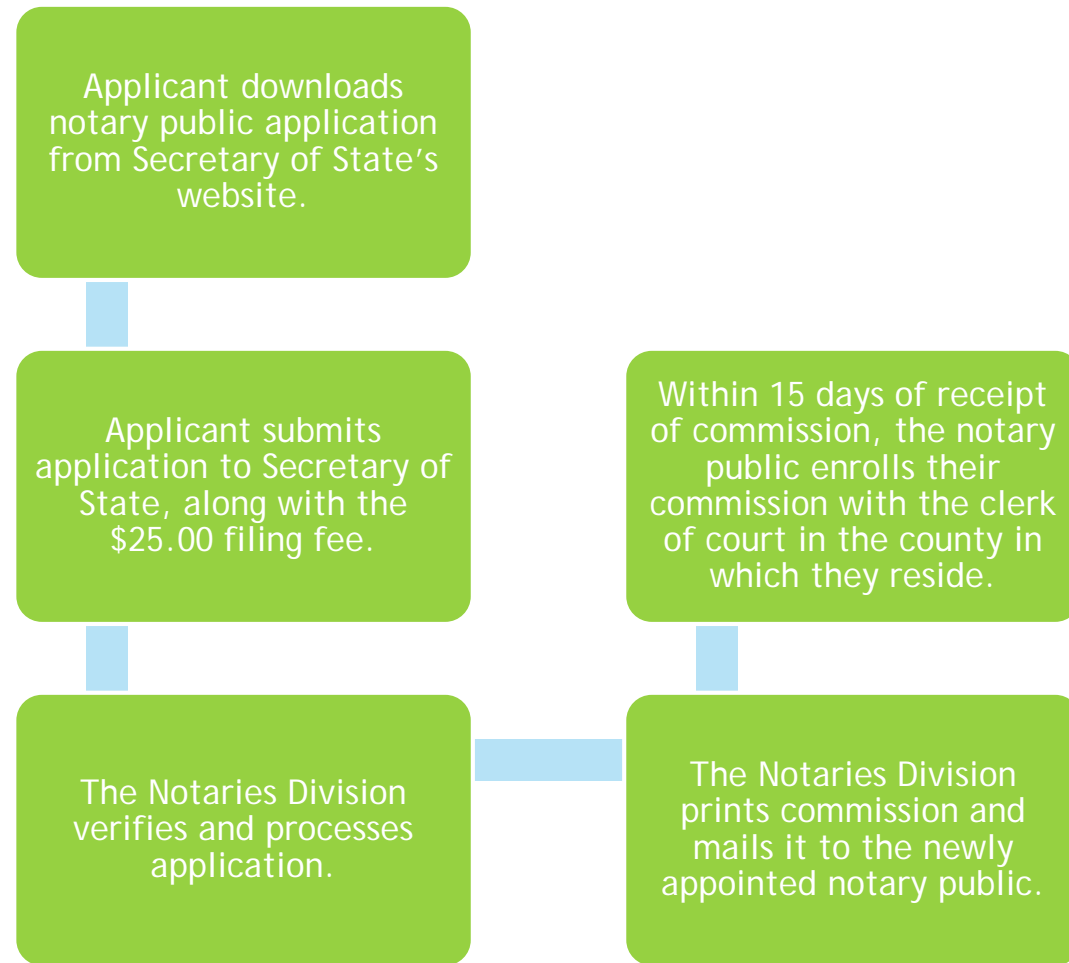
In order to increase efficiency and conserve state resources, the Secretary of State recommends that Sections 26-1-15 be amended and Sections 26-1-20 and 26-1-25 be repealed to allow notary public applicants to submit their applications directly to the Secretary of State's Office.

- ▶ This would increase efficiency and conserve state agency resources by having only one office, rather than two offices, process the applications.
- ▶ Processing time for applications could be reduced from 4 to 12 weeks to only 1 to 2 weeks.
- ▶ Having only one office process applications would provide a single point of contact for citizens seeking to become a notary.

# Current Notary Public Application Process



# Proposed Notary Public Application Process



# Authentications and Apostilles

- ▶ The Secretary of State's Office is the state agency which authenticates documents to be sent to another country.
- ▶ In order for the Secretary of State's Office to authenticate a document, it must be signed by a public official whose signature is on file with the Secretary of State, which includes notaries public.
- ▶ Some examples of documents that are brought in for authentications are vital records, school transcripts, international adoption papers, etc.




# Authentications and Apostilles

- ▶ Certifications of documents being sent to a country that is a member of the Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents are called Apostilles.
- ▶ Certifications of documents being sent to a country that is not a member of the Hague Convention are called Authentications, and require additional certification from the U.S. State Department.

Example of  
Apostille

State of South Carolina  
Office of the Secretary of State  
The Honorable Mark Hammond




*Apostille*  
(Convention de La Haye du 5 octobre 1961)

1. Country : United States of America  
This public document
2. has been signed by [REDACTED]
3. acting in the capacity of Notary Public for the State of South Carolina,
4. bears the seal / stamp of [REDACTED] Notary Public for the State of South Carolina

*Certified*

5. At Columbia, South Carolina
6. Thursday, September 26, 2019
7. by the South Carolina Secretary of State
8. N°. 259125
9. Seal/Stamp
10. Signature




*Mark Hammond*  
Mark Hammond, Secretary of State

(This Apostille only certifies the signature, the capacity of the signer and the seal or stamp it bears. It does not certify the content of the document for which it was issued. This certificate is not valid if it is removed or altered in anyway whatsoever.)  
Document No. 259125

Example of  
Authentication

State of South Carolina  
Office of the Secretary of State  
The Honorable Mark Hammond





*To Whom these Presents Come, Greetings:*

KNOW YE, THAT [REDACTED]

whose official signature appears to the Instrument of writing hereto annexed, was, at the time of affixing the same thereto, duly appointed by the Governor, sworn and commissioned Notary Public on May 22, 2019 with term to expire on May 22, 2029, in and for the State of South Carolina, as appears from the records of this Department; that his/her attestation is in due form and that full faith and credit are due to his/her official acts.

WITNESS MY HAND and the Great Seal of the State, at  
Columbia, this Thursday, September 26, 2019



Mark Hammond, Secretary of State

(This Certificate only certifies the signature, the capacity of the signer and the seal or stamp it bears. It does not certify the content of the document for which it was issued. This certificate is not valid if it is removed or altered in anyway whatsoever.)

Document No. 259124



# Issuance of Authentications and Apostilles

Deliverable No. 135

Required by S.C. Code  
§§ 26-1-200, -210, -220

Customers:  
General Public

Number of Customers  
Served in 2017-18: 10,095

Total Employee Equivalents  
in 2017-18: 0.30

Customer submits the document and Apostille or Authentication request, along with a \$5.00 fee, to the Secretary of State.

The Secretary of State verifies the signature of the public official on the document.

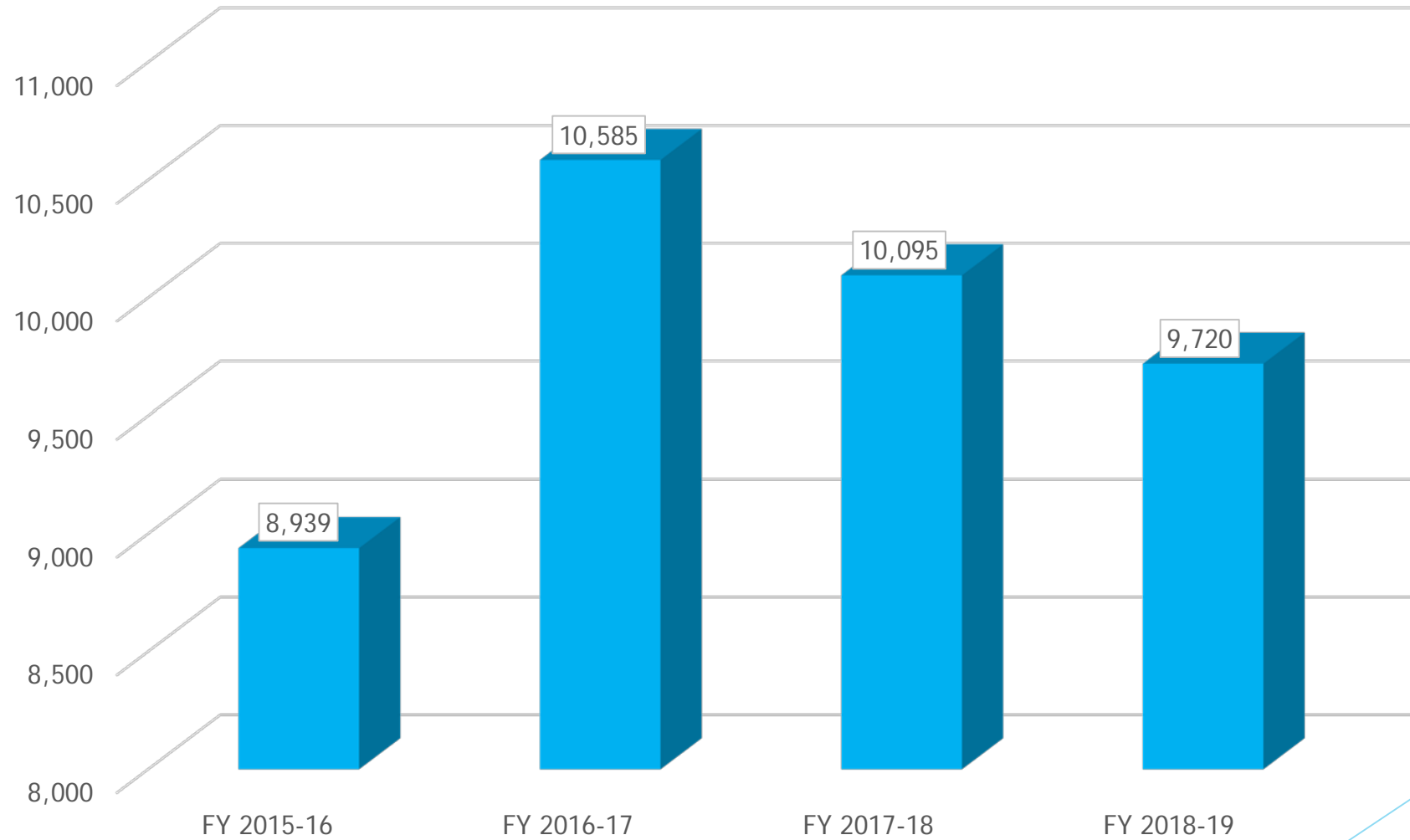
The Secretary of State attaches an Apostille or Authentication to the document and returns it to the customer.

The customer may send the document directly to the destination country or to the U.S. State Department for further authentication, depending on whether the destination country is a member of the Hague Convention.

Outcome Sought by Agency\*  
Provide evidence of the authenticity of a signature of a public official for documents being sent to another nation.

*\*Legislative intent not expressly stated.*

## Number of Authentications and Apostilles Issued



# Prohibition Against Issuing Authentications or Apostilles for Certain Documents

## Deliverable No. 136

Under Section 26-1-230, the Secretary of State must reject a request for an Authentication or Apostille in certain circumstances. For example:

- ▶ The Secretary of State cannot authenticate documents that are not signed by a South Carolina public official.
- ▶ The Secretary of State cannot authenticate documents if the Secretary has cause to believe that the authentication is sought for an unlawful or improper purpose (e.g. Sovereign Citizen documents).
- ▶ The Secretary of State cannot authenticate photocopies or documents that do not contain notarial certificate wording.

Required by S.C. Code  
§ 26-1-230

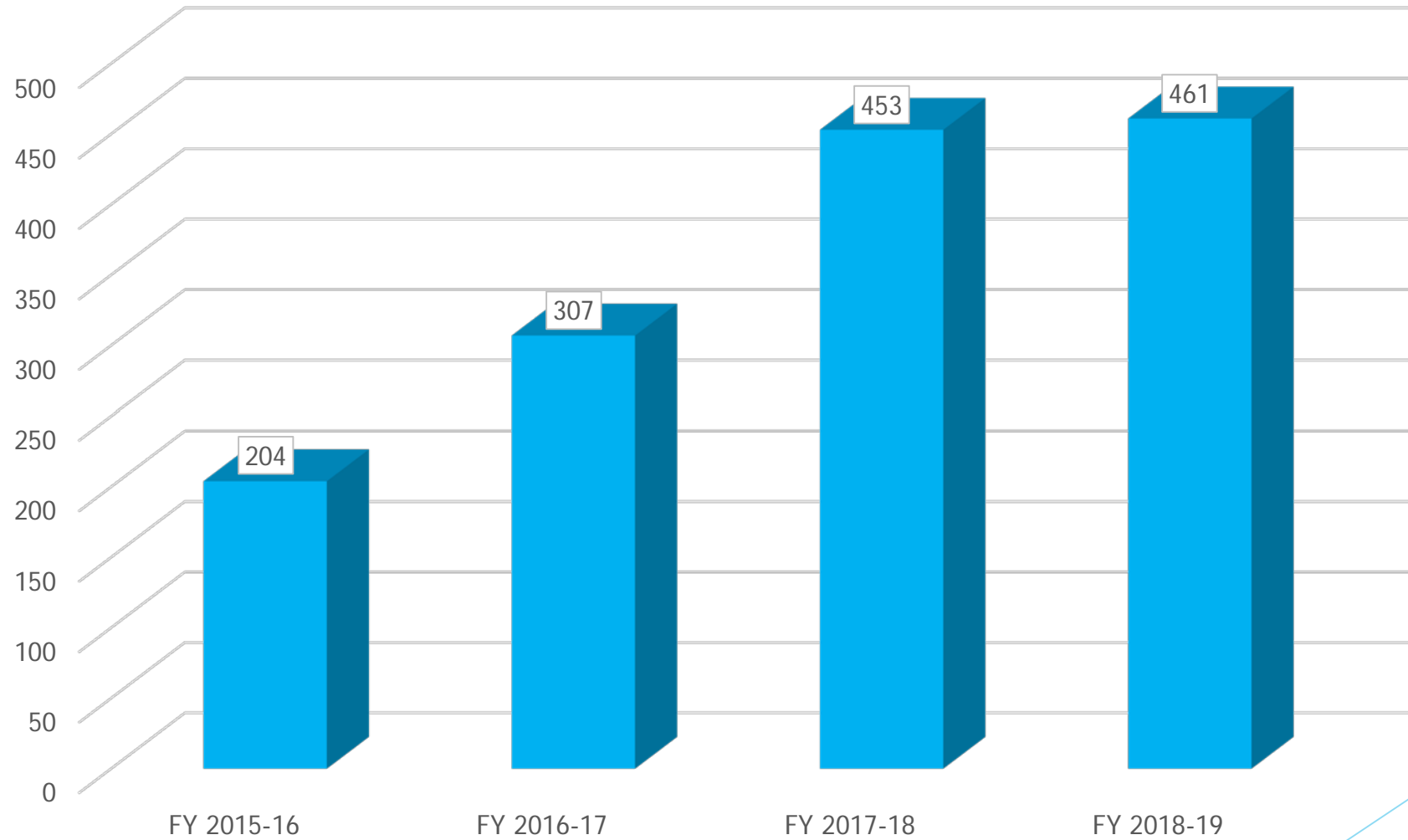
Customers:  
General Public

Number of Customers  
Served in 2017-18: 453

Total Employee Equivalents  
in 2017-18: 0.12

Outcome Sought by Agency\*  
Prevent issuance of Authentication  
or Apostille for improper document  
or document that has been issued in  
another state.

## Number of Rejected Authentication and Apostille Requests



# Oaths of Office, Commissions, and Bonds for Public Officials



- ▶ The Secretary of State's Office files oaths of office and issues commissions to both elected and appointed officials.
- ▶ For some offices, the Secretary of State files bonds if required by statute.

# Oaths of Office & Commissions for Elected & Appointed Officials

Deliverable Nos. 137, 138 & 139

- ▶ Upon receipt of notification of the election or appointment of a public official, the Secretary of State will send a form containing an oath to the official.
  - ▶ Types of notification include certified election results from State Election Commission and appointment letters from the Governor, General Assembly, or other appointing authority.
  - ▶ Additionally, pursuant to Section 8-3-40, the Secretary of State sends blank oath and bond forms to all county clerks of court following each general election.
- ▶ The Secretary of State will issue a commission to the newly elected or appointed public official upon receipt of the oath of office and bond (if required).

Required by S.C. Code  
§ 1-1-1310, § 1-5-40,  
§ 8-3-10, § 8-3-40

Customers:  
Elected Officials; Appointed  
Officials; County Clerks of  
Court

Number of Customers  
Served in 2017-18:

- No. 137: 0
- No. 138: 839
- No. 139: 780

Total Employee Equivalents  
in 2017-18:

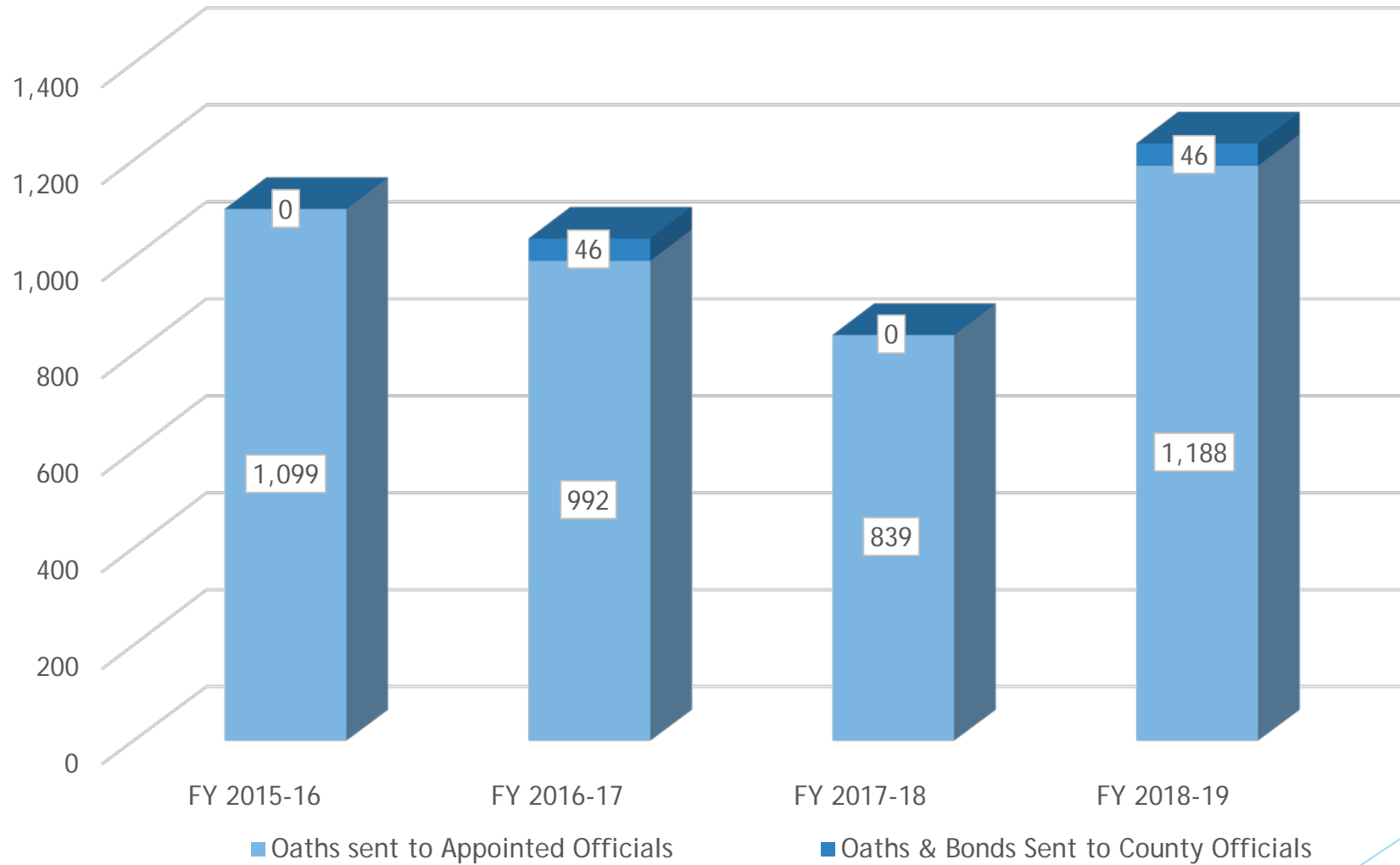
- No. 137: 0.00
- No. 138: 0.19
- No. 139: 0.51

Outcome Sought by Agency\*

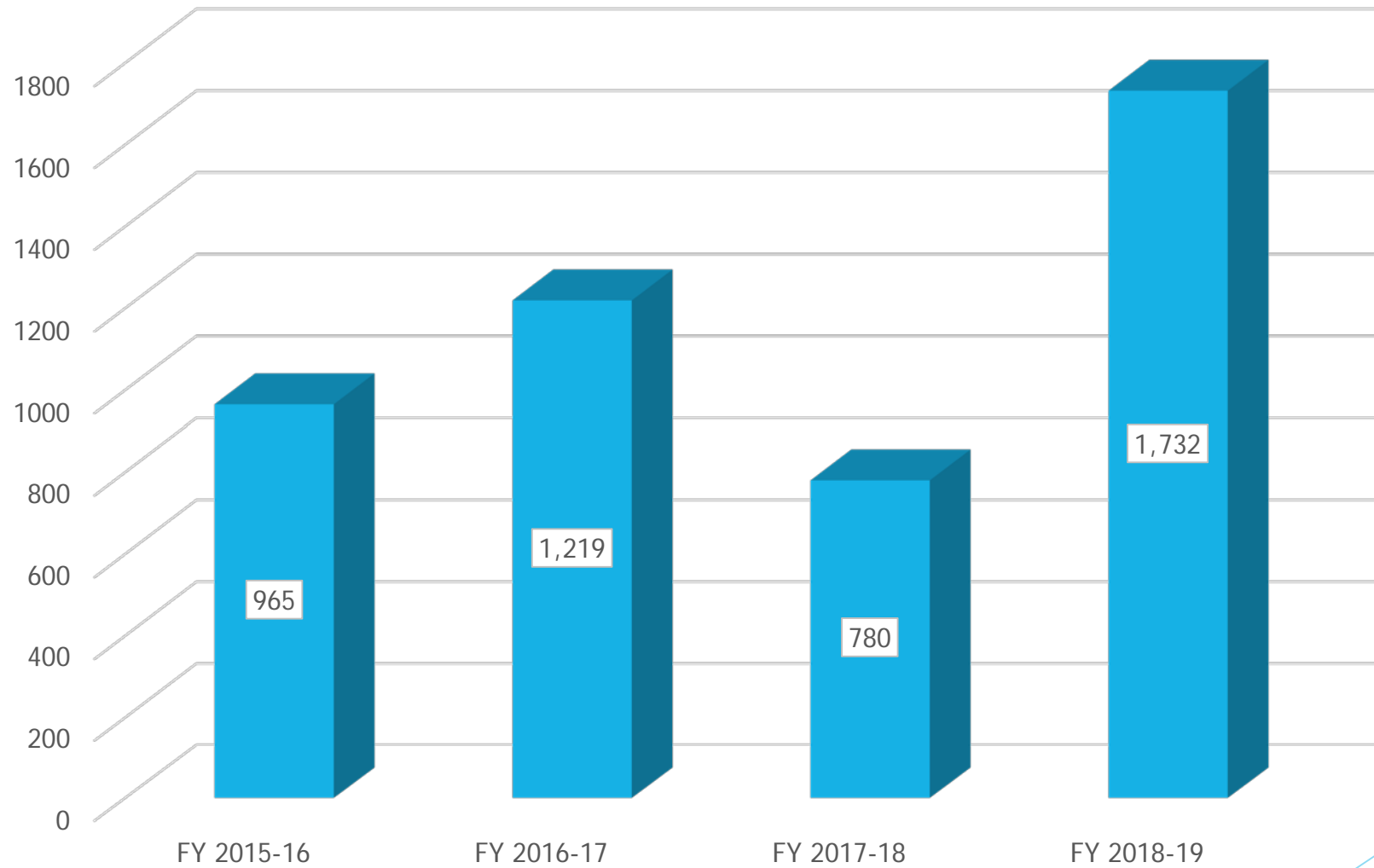
Ensure that newly elected  
county officials have access to  
oath and bond forms, and fulfill  
requirement that public  
officials be commissioned  
before entering office.

*\*Legislative intent not expressly stated.*

## Oaths of Office Sent to Appointed Officials & County Clerks of Court



## Commissions Filed for Elected & Appointed Officials





# Bonds for Elected Officials & Special State Constables

## Deliverable No. 140

- ▶ The Secretary of State files bonds for certain elected officials as required by statute.
- ▶ The Secretary of State also files bonds for special state constables pursuant to Section 23-7-30.
- ▶ Upon receipt of a bond, the Secretary of State forwards the bond to Attorney General for approval. Once approved, the Attorney General returns the bond to the Secretary of State. The Secretary of State retains a copy of the bond and forwards the original bond to the State Treasurer.

Required by S.C. Code  
§ 8-3-140

Customers:  
Attorney General's Office;  
State Treasurer's Office

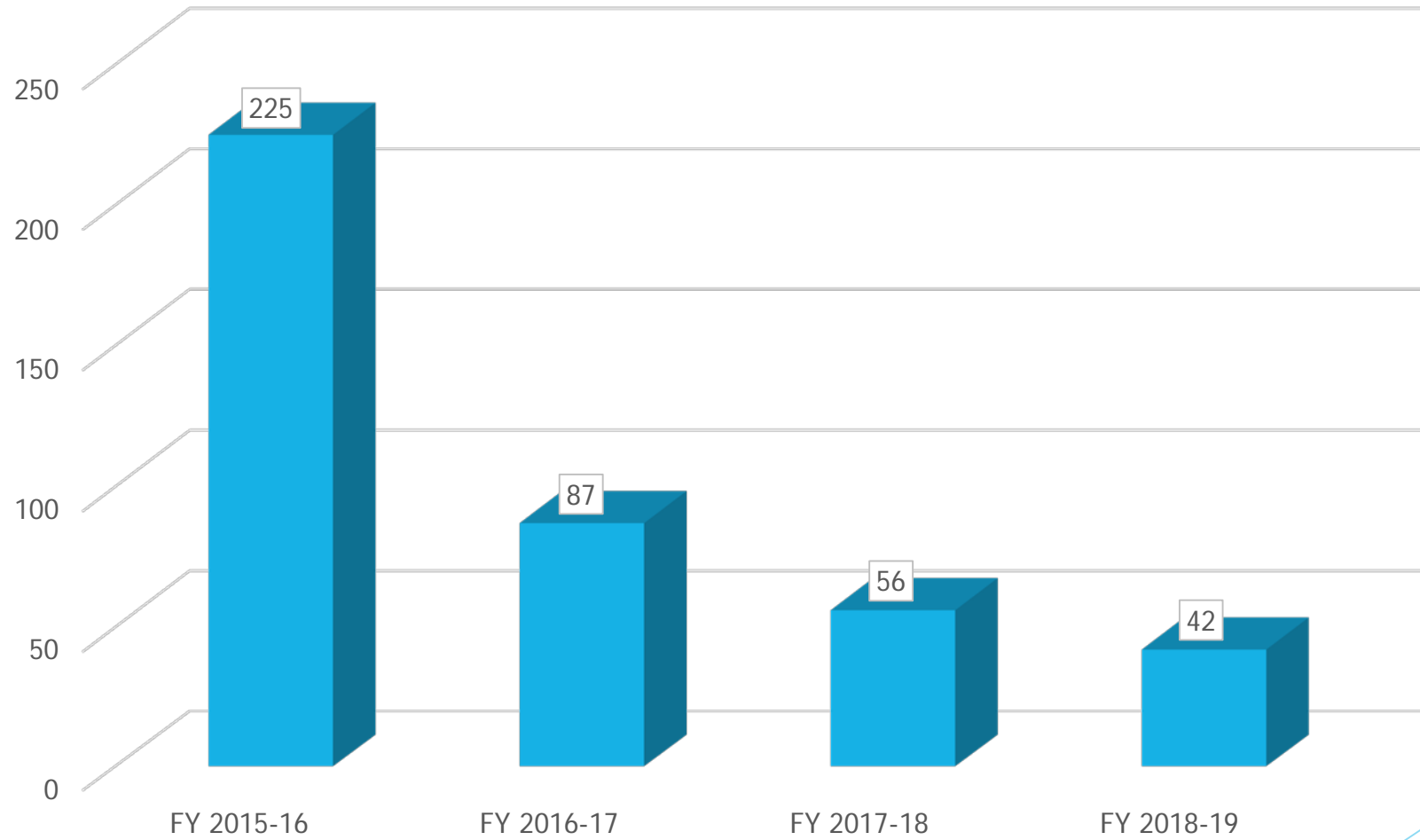
Number of Customers  
Served in 2017-18: 2

Total Employee  
Equivalents in 2017-18:  
0.04

Outcome Sought by Agency\*  
Record copies of bonds and file  
original bonds with the State  
Treasurer.

*\*Legislative intent not expressly stated.*

## Total Number of Bonds Recorded for Elected Officials & Special State Constables



# Commissions for Constables & Law Enforcement Officers

Deliverable Nos. 141 & 142

- ▶ The Secretary of State files oaths of office and issues commissions for certain law enforcement officers, including:
  - ▶ State Constables
  - ▶ Special State Constables
  - ▶ State Law Enforcement Agents (SLED)
  - ▶ State Patrol Officers
  - ▶ Department of Natural Resources Officers

Required by S.C. Code  
§§ 23-3-10, -20; § 23-7-10;  
§§ 23-6-100, -120, -210;  
§§ 50-3-320, -330

Customers:  
SLED (including SLED  
Regulatory Division);  
Special State Constables &  
Entities Served by Special  
State Constables;  
Department of Natural  
Resources; Department of  
Public Safety

Number of Customers  
Served in 2017-18:

- No. 141: 7
- No. 142: 1

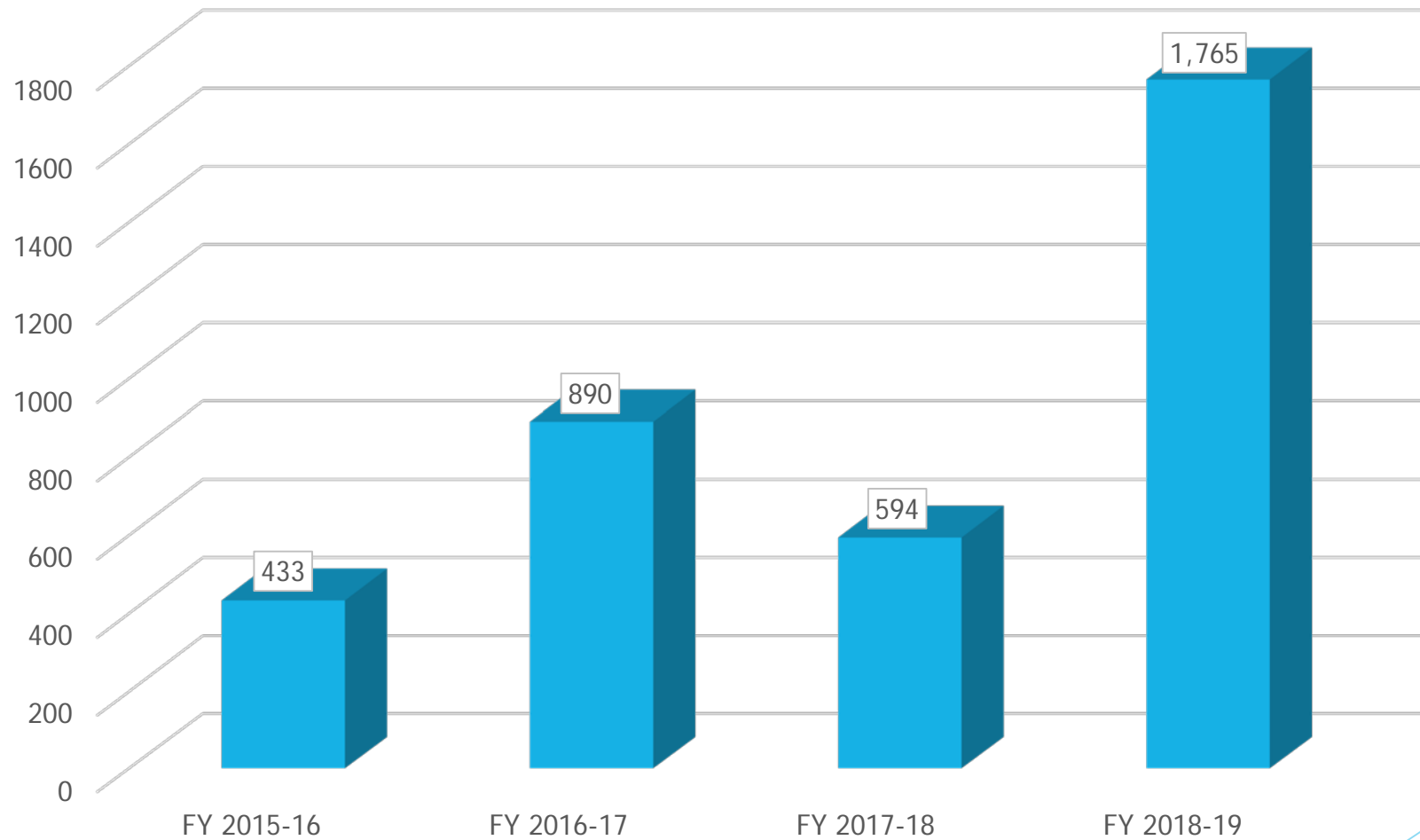
Total Employee  
Equivalents in 2017-18:

- No. 141: 0.18
- No. 142: 0.03

Outcome Sought by Agency\*  
File oaths of office and issue  
commissions to law  
enforcement officers as  
required by statute.

*\*Legislative intent not expressly stated.*

## Total Number of Commissions Issued for Constables & Law Enforcement Officers



# Certificates of Appointment & Election

Deliverable Nos. 143 & 144

- ▶ The Secretary of State issues certificates of appointment to Municipal Housing Authority commissioners, upon receipt of notice of appointment from the municipality.
- ▶ The Secretary of State issues certificates of election, along with commissions, to persons elected to the Aeronautics Commission, Agriculture Commission, and State Board of Education.

## Customers:

Municipal Housing  
Authorities;  
Commissioners for  
Municipal Housing  
Authorities; Aeronautics  
Commission; Agriculture  
Commission; State Board  
of Education

## Number of Customers Served in 2017-18:

- No. 143: 14
- No. 144: 8

## Total Employee Equivalents in 2017-18:

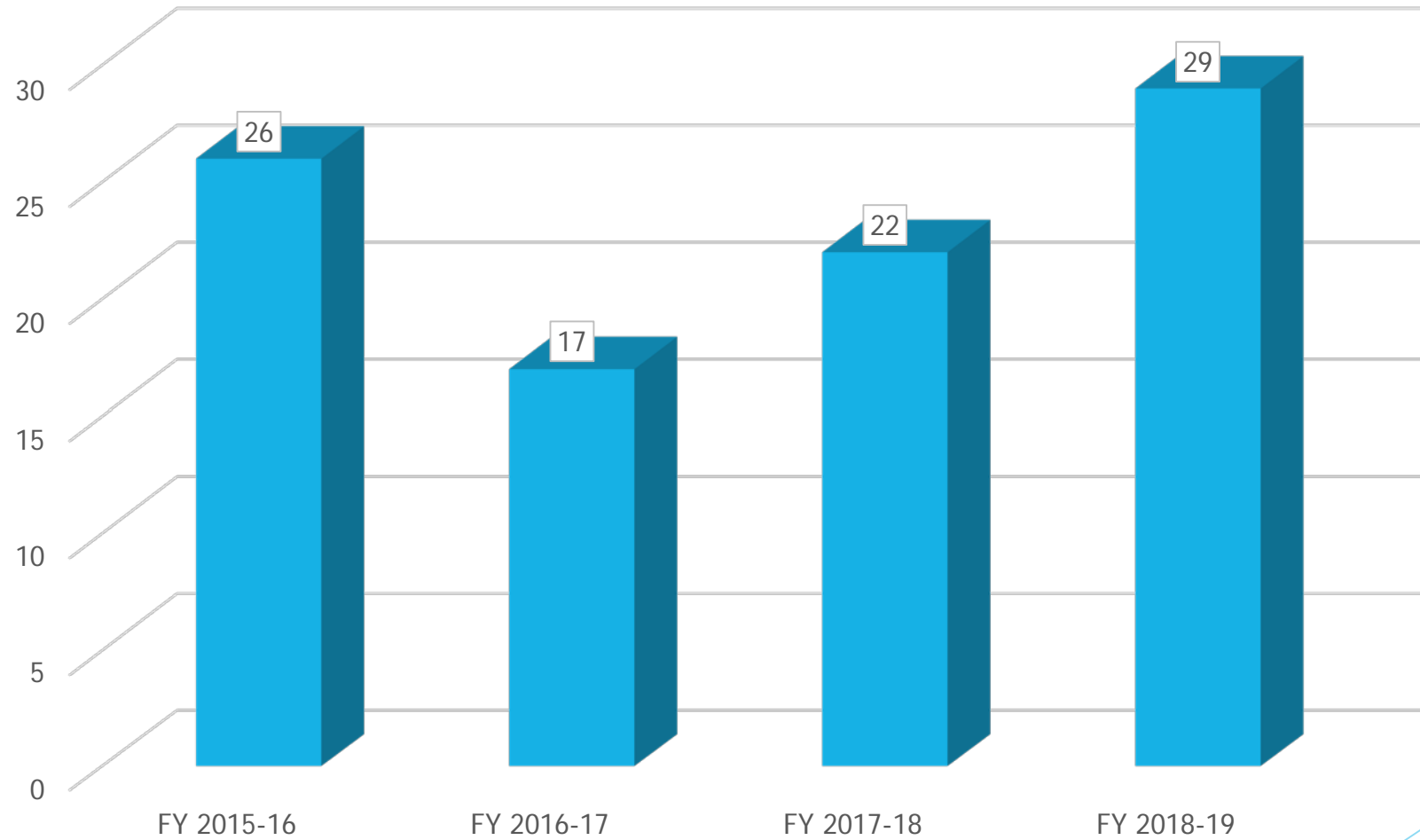
- No. 143: 0.01
- No. 144: 0.02

Outcome Sought by Agency\*  
Provide certificates evidencing  
appointment of persons to  
serve on municipal housing  
authorities and state boards  
and commissions.

*\*Legislative intent not expressly stated.*



## Total Number of Certificates of Appointment & Certificates of Election Issued



# State Boards & Commissions

- ▶ Under Section 1-5-40, the Secretary of State has the responsibility to monitor positions on state boards and commissions.
  - ▶ The Secretary of State is required to keep a public record of the membership of state boards and commissions and information related to their appointment including terms of office.
  - ▶ The Secretary of State must publicize vacancies, expired terms, and terms that are expiring within one year on a semiannual basis.



# State Boards & Commissions

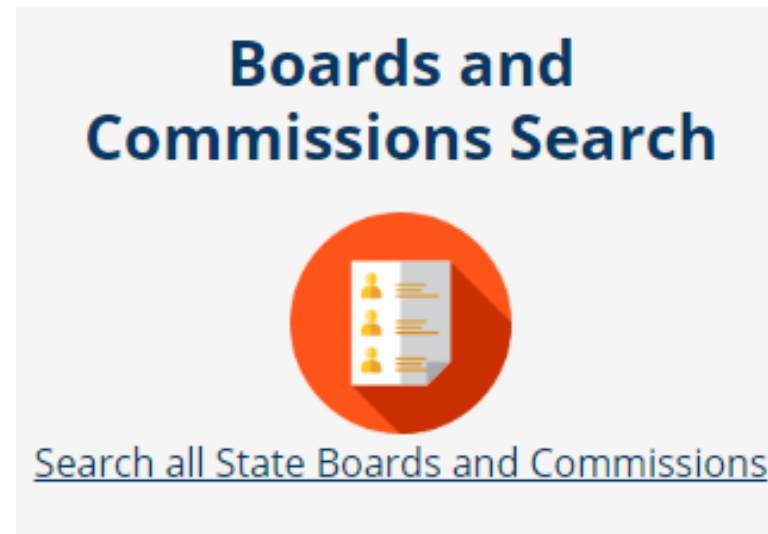
- ▶ Section 1-1-1310 requires each state board and commission to send written notification to the Secretary of State's Office of any appointment, election, resignation, or vacancy in its membership with two weeks of the change in membership.
- ▶ This notification must include:
  - ▶ The statute or Executive Order authorizing the appointment or election;
  - ▶ The board or commission's contact information;
  - ▶ The member's name and position;
  - ▶ The beginning and end date of the term;
  - ▶ Whether the member is eligible for compensation;
  - ▶ The name of the former member; and
  - ▶ Whether the appointment or election is a re-appointment or re-election.



# Publication of Membership, Vacancy, & Expired Terms of State Boards & Commissions

Deliverable No. 145

- ▶ The Secretary of State's Office provides a searchable State Boards and Commissions database that is accessible from the agency's website.
- ▶ The agency also provides on its website listings of all vacant, expired, and soon-to-be expired terms that are updated daily.



Required by S.C. Code  
§ 1-5-40

Customers:  
General Public; Elected  
Officials; Appointed  
Officials

Number of Customers  
Served in 2017-18: 5,196

Total Employee  
Equivalents in 2017-18:  
0.09

Legislative Intent:  
Monitor all elected or  
appointed state boards and  
commissions to ascertain when  
vacancies occur, and publicize  
vacancies and expired terms.  
(Section 1-5-40)

# Certification of Change of Membership for Special Purpose Districts

Deliverable No. 146

- ▶ Under Section 6-11-255, the membership of the governing body of a special purpose district may be increased by petitioning the county legislative delegation or county governing body.
  - ▶ This section only applies to special purpose districts created prior to 1975, located wholly within one county, and providing water, sewer or fire service.
  - ▶ The total number of members cannot exceed 10.
- ▶ If petition is not affirmatively disapproved within 60 days of receipt, the membership may file the petition with the Secretary of State.
- ▶ The Secretary of State then certifies the change of membership.

Required by S.C. Code  
§ 6-11-355

Customers:  
Special Purpose Districts

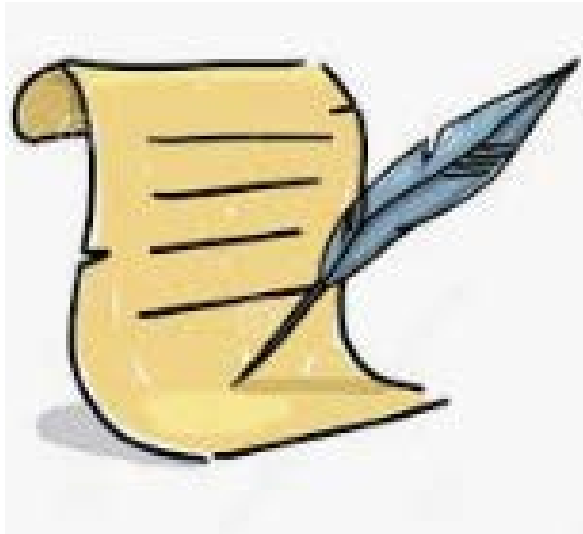
Number of Customers  
Served in 2017-18: 1

Total Employee  
Equivalents in 2017-18:  
0.01

Legislative Intent:  
Provide for the manner in which  
membership of governing body  
of certain special purpose  
districts may be expanded.  
(2012 Act No. 146)

# Writ of Election for Legislators

Deliverable No. 147



- ▶ Article 3, Section 25 of the State Constitution provides that when members of the General Assembly resign, die, or depart the state, the President of the Senate or Speaker of the House issues a writ of election and forwards it to the Secretary of State.
- ▶ The Secretary of State signs the writ of election, stamps the writ, and forwards a copy to the legislature.

Provided under S.C.  
Constitution Article 3,  
Section 25

Customer:  
General Assembly

Number of Customers  
Served in 2017-18: 1

Total Employee  
Equivalents in 2017-18:  
0.01

Outcome Sought by Agency\*  
Fulfill constitutional  
requirement to fill vacancies in  
the General Assembly.

*\*Legislative intent not expressly stated.*

# Certified Election Results

## Deliverable Nos. 148 & 149

- ▶ Section 7-17-310 directs the State Election Commission to provide certified election results to the Secretary of State. Once the certified election results are received, the Secretary of State sends a copy of the results to the Clerk of the Senate, the Clerk of the House, and the Governor.
- ▶ Although Section 7-17-310 requires the Secretary of State's Office to send certified election results to the elected individuals, this is not done in practice since the agency typically does not have mailing addresses for the elected individuals prior to the filing of the oath of office.
- ▶ In addition, the agency does not publish certified election results in one or more newspapers as provided under Section 7-17-320, since certified election results are published by the State Election Commission on its website and widely circulated by the media.



Required by S.C. Code §§  
7-17-310, -320

Customers:  
Clerk of the Senate; Clerk  
of the House; Governor;  
Elected Officials; General  
Public

Number of Customers  
Served in 2017-18:

- No. 148: 0
- No. 149: 0

Total Employee Equivalents  
in 2017-18:

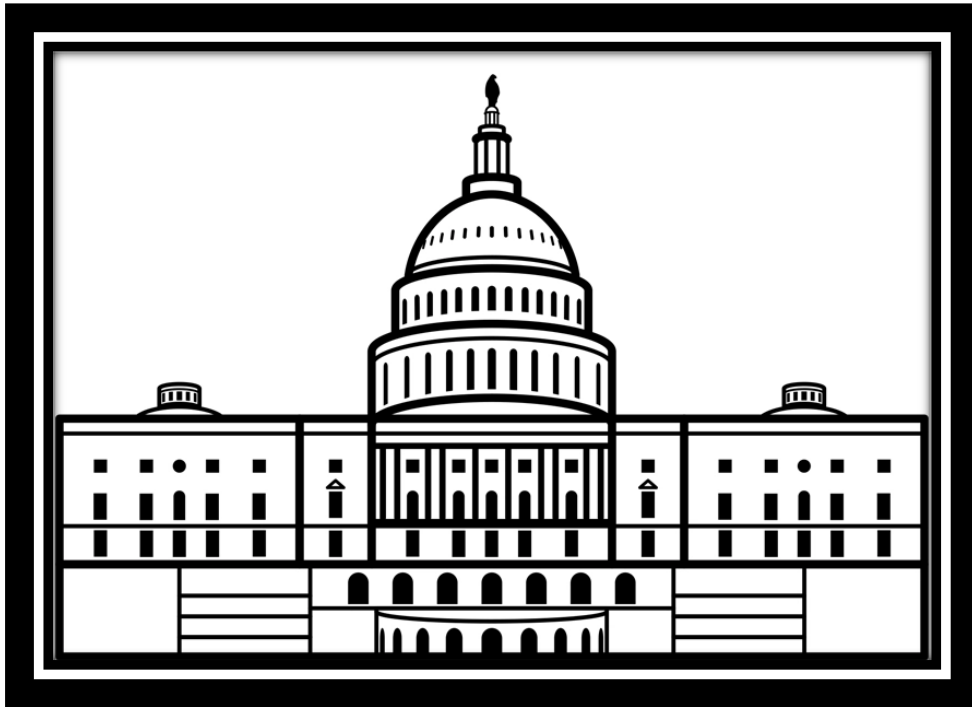
- No. 148: 0.00
- No. 149: 0.00

Outcome Sought by Agency\*  
Provide certified copy of  
election results to Governor  
and elected officials.

*\*Legislative intent not expressly stated.*

# Congressional Certificates of Election

## Deliverable No. 150



- ▶ Upon the election of members of Congress from South Carolina, the Secretary of State mails a certificate of election to the elected officials, the United States House of Representatives, and the United States Senate.

Required by 2 U.S.C. § 26;  
2 U.S.C. § 1(a)-(b)

Customers:  
Clerk of the U.S. House of Representatives; President of the U.S. Senate; U.S. Representatives; U.S. Senators

Number of Customers Served in 2017-18: 0

Total Employee Equivalents in 2017-18: 0.00

Outcome Sought by Agency\*  
Fulfill federal requirement for certificates of election to be signed by the Governor, attested by the Secretary of State, affixed with the state seal, and sent to U.S. House or Senate.

*\*Legislative intent not expressly stated.*

# The Electoral College

In South Carolina, the Secretary of State presides over the Electoral College.

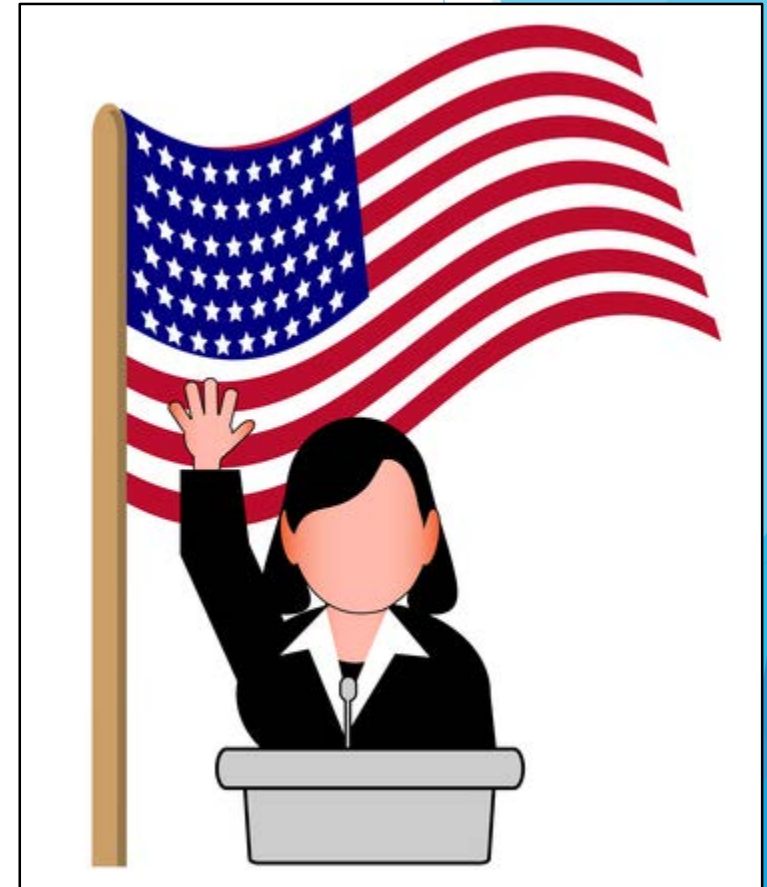




# The Electoral College

## How the Electoral College Works:

- ▶ In the United States, the President and Vice President are elected by the Electoral College rather than by the popular vote.
- ▶ In South Carolina, voters “elect” the members of the Electoral College representing the candidates for President and Vice President they prefer (although the names of the candidates appear on the ballot).
- ▶ The electors representing the candidates who win the majority vote statewide are elected to the Electoral College.
  - ▶ South Carolina is a “winner take all” state and does not apportion members of the Electoral College according to the percentage of votes actually received by the candidates for President and Vice President.
- ▶ Presently, South Carolina has nine electoral votes. A presidential candidate must win 270 or more electoral votes to win the election.

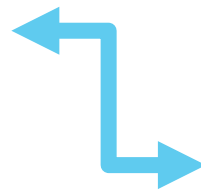


# The Electoral College Process: Before the Meeting

## Deliverable Nos. 151 through 154

At least 60 days prior to the general election:

Political parties file notifications of their candidates for presidential and vice presidential electors (and alternate electors) with the Secretary of State.



Each candidate for presidential and vice presidential elector must declare the candidates whom they would vote for, and file the declaration with the Secretary of State.

*The Secretary of State's Office mails elector declaration forms to each party chair listed on the State Election Commission's website in late July or early August before the general election, so that the party can distribute the forms to their electors to complete and file with the Secretary of State. If a petition candidate will be on the ballot, the Secretary of State also sends elector declaration forms to that candidate.*

Required by §§ 7-19-70, -80, -120

Customers:  
Political Parties; Chairs of Political Parties; Electors; State Election Commission; Governor

Number of Customers Served in 2017-18:

- No. 151: 0
- No. 152: 0
- No. 153: 0
- No. 154: 0

Total Employee Equivalents in 2017-18:

- No. 151: 0.00
- No. 152: 0.00
- No. 153: 0.00
- No. 154: 0.00

Outcome Sought by Agency\*  
Provide the elector votes to Congress as part of the official record of the election of President and Vice President.

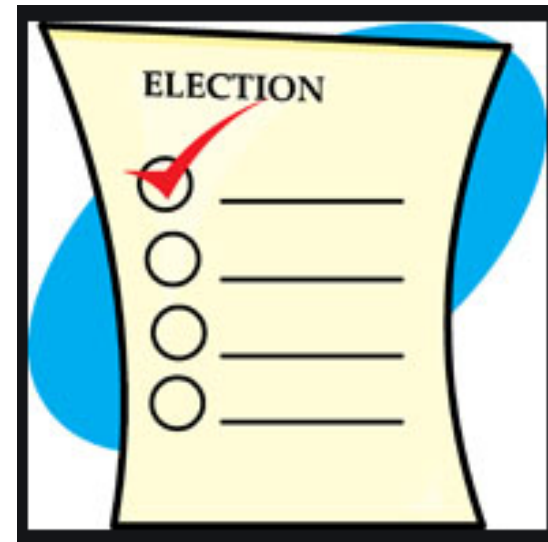
*\*Legislative intent not expressly stated.*



# The Electoral College Process: Before the Meeting

## Deliverable Nos. 151 through 154

- ▶ Following receipt of the declarations of the electors for each political party, the Secretary of State sends notifications of the nominated electors to the State Election Commission.
- ▶ The electors selected by each certified political party are actually the candidates voted for on Election Day. Under Section 7-19-70, each party's candidates appear on the ballot rather than the names of the party's individual electors. However, a vote for a party's candidates is actually a vote for that party's nine electors.



Required by §§ 7-19-70, -80, -120

Customers:  
Political Parties; Chairs of Political Parties; Electors; State Election Commission; Governor

Number of Customers Served in 2017-18:

- No. 151: 0
- No. 152: 0
- No. 153: 0
- No. 154: 0

Total Employee Equivalents in 2017-18:

- No. 151: 0.00
- No. 152: 0.00
- No. 153: 0.00
- No. 154: 0.00

Outcome Sought by Agency\*  
Provide the elector votes to Congress as part of the official record of the election of President and Vice President.

*\*Legislative intent not expressly stated.*

# Certificates of Vote & Certificates of Ascertainment

- ▶ Before the Electoral College meeting, the Secretary of State prepares certificates of vote to be signed by the electors at the meeting.
- ▶ In addition, the Governor prepares nine certificates of ascertainment which set forth:
  - ▶ The names of the candidates for president and vice president;
  - ▶ The names of the electors; and
  - ▶ The number of votes received by each.
- ▶ The Governor sends three certificates of ascertainment directly to the Archivist of the United States prior to the Electoral College meeting, and sends to the remaining certificates to the Secretary of State.
- ▶ The certificates of ascertainment are affixed to the certificates of vote at the Electoral College meeting.

# The State of South Carolina



## Office of Secretary of State Mark Hammond 2016 ELECTORAL COLLEGE CERTIFICATE OF VOTE

We, the undersigned, being duly elected Electors for President and Vice President of the United States, for the State of South Carolina, at the General Election held on Tuesday, November 8<sup>th</sup>, 2016, pursuant to the Constitution and laws of the United States and of this State, certify that the following candidates for President and Vice President received the following number of votes, by ballot, at the meeting of Electors held on Monday, December 19<sup>th</sup>, 2016, in Columbia, South Carolina.

### FOR PRESIDENT OF THE UNITED STATES:

### FOR VICE PRESIDENT OF THE UNITED STATES:

Glenn A. McCall  
GLENN A. MCCALL (AT-LARGE)

Donald Matthew Moore  
DONALD MATTHEW MOORE (AT-LARGE)

Jerry Hardesty  
JERRY HARDESTY (1ST CONG. DIST.)

James S. Ulmer, Jr.  
JAMES S. ULMER, JR. (2ND CONG. DIST.)

Brenda M. Bedenbaugh  
BRENDA M. BEDENBAUGH (3RD CONG. DIST.)

William E. Conley  
WILLIAM E. CONLEY (4TH CONG. DIST.)

DONALD J. TRUMP

NUMBER OF ELECTOR VOTES: 9

MICHAEL R. PENCE

NUMBER OF ELECTOR VOTES: 9

Sherry Smith  
SHERY SMITH (5TH CONG. DIST.)

Moye Graham  
MOYE GRAHAM (6TH CONG. DIST.)

Jerry Hal Royner  
JERRY HAL ROYNER (7TH CONG. DIST.)

\_\_\_\_\_  
ALTERNATE

\_\_\_\_\_  
ALTERNATE

In Testimony whereof, I have hereunto set my hand and affixed the Great Seal of the State of South Carolina at the State Capitol in the City of Columbia, South Carolina, on this nineteenth day of December, 2016.

Mark Hammond  
MARK HAMMOND, SECRETARY OF STATE

Certificate of Vote



State of South Carolina  
Office of the Governor

NIKKI R. HALEY  
GOVERNOR

1205 PENDLETON STREET  
COLUMBIA 29201

CERTIFICATE OF ASCERTAINMENT

**This is to certify** the results of the Electoral College for the State of South Carolina following the General Election for Presidential and Vice-Presidential Electors held on November 8, 2016. As presented to me by the Secretary of State and the State Election Commission, the below candidates have received the following votes as certified by the Board of State Canvassers:

AMERICAN PARTY

Presidential Candidate:	Peter Skewes	Total Votes:	3,246
Vice-Presidential Candidate:	Michael Lacy	Total Votes:	3,246

ELECTORS: Pamela A. Baker; Henry Bodie III; J. C. Cook, III; Denzil Maurice; Diana Maurice; Donna J. McGreevey; Vicki Miesbauer; Alison P. Ryan; Teresa Skewes.

CONSTITUTION PARTY

Presidential Candidate:	Darrell Castle	Total Votes:	5,765
Vice-Presidential Candidate:	Scott Bradley	Total Votes:	5,765

ELECTORS: Frank E. Barron III; Michael Chandler; Dale A. Clinbeard; Thomas W. Kendall, Sr., M.D.; Robert Lampley; Freddie McEachern, Jr.; John H. Utz; K. Darrell Wallace; Kathleen Wright.

DEMOCRATIC PARTY

Presidential Candidate:	Hillary Clinton	Total Votes:	855,373
Vice-Presidential Candidate:	Tim Kaine	Total Votes:	855,373

ELECTORS: Katie B. Catalon; Donald L. Fowler; Debra H. Gudenas; Jamie R. Harrison; Kaye Lingle Koonce; Sarah F. Lisenby; Sheila L. McDaniel; Clay N. Middleton; Richard W. Riley.

INDEPENDENCE PARTY

Presidential Candidate:	Evan McMullin	Total Votes:	21,016
Vice-Presidential Candidate:	Nathan Johnson	Total Votes:	21,016

Certificate of Ascertainment  
Page 2  
November 29, 2016

ELECTORS: Bruce M. Carroll, Jr.; Vivian Cooper; Elton Cooper; Delaney A. Curlee; Todd M. Ericsson; Janice K. Harper; David H. Janaro; Timothy J. Rogers; Darcy Vierow; Patricia A. York.

GREEN PARTY

Presidential Candidate:	Jill Stein	Total Votes:	13,034
Vice-Presidential Candidate:	Ajamu Baraka	Total Votes:	13,034

ELECTORS: Ernesto Acosta; Susan L. Edward; J. David Gillespie; Natalie Kaufman; Leslie Minerd; Mary Smith; Thom Taylor; Scott West; David Whiteman.

LIBERTARIAN PARTY

Presidential Candidate:	Gary Johnson	Total Votes:	49,204
Vice-Presidential Candidate:	William Weld	Total Votes:	49,204

ELECTORS: Michael Carmany; Jeffrey L. Dimit; Chuck Fields; Victor Kocher; Travis McCurry; Laird Minor; David Morris; Heath Patterson; William Jonathan Tisdale.

REPUBLICAN PARTY

Presidential Candidate:	Donald J. Trump	Total Votes:	1,155,389
Vice-Presidential Candidate:	Michael R. Pence	Total Votes:	1,155,389

ELECTORS: Brenda M. Bedenbaugh; William E. Conley; Moye Graham; Terry Hardesty; Glenn A. McCall; Donald Matthew Moore; Jerry Hal Rovner; Shery Smith; James S. Ulmer, Jr.

**Witness.** Her Excellency Our Governor, Nikki R. Haley, And Our Seal Hereto Affixed In Columbia, South Carolina This Twenty Ninth Day Of November In The Year Of Our Lord, Two Thousand Sixteen.

GIVEN UNDER MY HAND AND THE  
GREAT SEAL OF THE STATE OF  
SOUTH CAROLINA THIS 29<sup>TH</sup> DAY  
OF NOVEMBER, 2016.

*Nikki R. Haley*  
NIKKI R. HALEY  
Governor

*Mark Hammond*  
MARK HAMMOND  
Secretary of State



# The Electoral College Meeting

## Deliverable Nos. 155 and 157

- ▶ On the first Monday after the second Wednesday in December following the presidential election, at 11:00 AM, the Secretary of State convenes the meeting of the South Carolina Electoral College.
- ▶ At the meeting, each of the nine electors signs certificates of vote for President and Vice-President. The Secretary of State then signs the certificates of vote to certify the election. Additionally, the certificates of ascertainment are affixed to the certificates of vote.
- ▶ Under Section 7-19-110, electors are entitled to mileage, subsistence and per diem to be paid from appropriations to the Secretary of State's Office.



Required by §§ 7-19-90, -110, -120

Customers:  
Electors; General Public

Number of Customers Served in 2017-18:

- No. 155: 0
- No. 157: 0

Total Employee Equivalents in 2017-18:

- No. 155: 0.00
- No. 157: 0.00

Outcome Sought by Agency\*  
Record elector votes as part of the official record of the election of President and Vice President.

*\*Legislative intent not expressly stated.*

# The Electoral College Process: After the Meeting

## Deliverable No. 156

- ▶ Following the Electoral College meeting, the Secretary of State delivers the certificates of vote and certificates of ascertainment to the following entities:
  - ▶ One certificate of vote and one certificate of ascertainment are mailed to the President of the United States Senate.
  - ▶ Two certificates of vote and two certificates of ascertainment are mailed to the Archivist of the United States.
  - ▶ One certificate of vote and one certificate of ascertainment are mailed to the federal judge of the district where the electors assembled.
- ▶ The Secretary of State also keeps two certificates of vote and two certificates of ascertainment on file.

Required by §§ 7-19-100, -120

Customers:  
President of the United States Senate; Archivist of the United States; Federal judge of district where electors meet.

Number of Customers Served in 2017-18: 0

Total Employee Equivalents in 2017-18: 0.00

Outcome Sought by Agency\*  
Record elector votes as part of the official record of the election of President and Vice President.

*\*Legislative intent not expressly stated.*



# Political Party Decertification

## Deliverable No. 158

- ▶ Under Section 7-19-10, the State Election Commission may decertify a political party if the political party fails to:
  - ▶ Organize on the precinct level as provided by law
  - ▶ Hold county and/or state conventions
  - ▶ Fails to nominate and/or certify candidates for certain offices.
- ▶ The State Election Commission must notify a decertified political party in writing at its last address of record.
- ▶ If the notification is returned as undeliverable, then it must be placed on file with the State Election Commission and the Secretary of State.

Required by § 7-9-10

Customers:  
State Election Commission;  
Political Parties

Number of Customers  
Served in 2017-18: 0

Total Employee Equivalents  
in 2017-18: 0.00

Outcome Sought by Agency\*  
Record Notice of  
Decertification by the State  
Election Commission

*\*Legislative intent not expressly stated.*

# Political Party Convention Officer Reports

Deliverable No. 159



- ▶ Following county conventions, political parties must report their elected county officers to the clerk of court and the Secretary of State's Office. The reports must be filed prior to the political party's state convention.
- ▶ Following state conventions, political parties must report their elected state officers to the State Election Commission and the Secretary of State's Office. The reports must be filed within 15 days of their election.

Required by §§ 7-9-80,  
-100

Customers:  
Political Parties

Number of Customers  
Served in 2017-18: 7

Total Employee Equivalents  
in 2017-18: 0.01

Outcome Sought by Agency\*  
File reports of political party  
officers elected at county and  
state conventions.

*\*Legislative intent not expressly stated.*



# Suggested Law Change Related to Election Processes and Filings




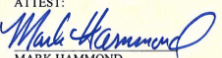
In order to avoid duplication of functions among state agencies and county offices, the Secretary of State recommends the following changes to election-related statutes:

- ▶ Repeal of Section 7-17-320 requiring that the Secretary of State publish certified election results in one or more newspapers.
- ▶ Amendment of Section 7-9-10 requiring that undeliverable political party decertification notices be filed with both the State Election Commission and the Secretary of State, to remove the filing requirement with the Secretary of State.
- ▶ Amendment of Section 7-9-80 requiring that political parties file reports of their elected county officers with the clerk of court and the Secretary of State, to remove the filing requirement with the Secretary of State.
- ▶ Amendment of Section 7-9-100 requiring that political parties file reports of their elected state officers with the State Election Commission and the Secretary of State, to remove the filing requirement with the Secretary of State.

# Executive Orders

## Deliverable No. 160

- ▶ Executive orders issued by the Governor are countersigned, sealed, and filed by the Secretary of State.
- ▶ Once the Secretary of State receives and signs the executive order, the Secretary of State returns a copy to the Governor.

<p style="text-align: center;"><b>State of South Carolina</b> <b>Executive Department</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Office of the Governor</b></p> <p><b>EXECUTIVE ORDER NO. 2019-22</b></p> <p><b>WHEREAS</b>, Article I, Section 2 of the United States Constitution requires an enumeration of the population every ten years to apportion congressional representation among the states; and</p> <p><b>WHEREAS</b>, in accordance with Section 141 of Title 13 of the United States Code, the next federal decennial census will begin on April 1, 2020 ("2020 Census") and will provide an updated official count of the State of South Carolina's population; and</p> <p><b>WHEREAS</b>, it is essential that the 2020 Census obtain a complete and accurate count of South Carolina's population, because the resulting figures will be used in apportioning congressional representation, allocating federal formula grant funds, redistricting state and local legislative bodies, and determining other important matters until the next decennial census; and</p> <p><b>WHEREAS</b>, following the previous decennial census in 2010, the State of South Carolina gained an additional seat in the United States House of Representatives due to significant population growth, and the 2020 Census is anticipated to confirm further increases in the State's population; and</p> <p><b>WHEREAS</b>, it is vital that the 2020 Census identify and collect accurate data from individuals and communities that are historically difficult to locate or count, including military personnel, young children and the elderly, low-income persons, and rural residents; and</p> <p><b>WHEREAS</b>, the United States Census Bureau has recommended that each state form a "Complete Count Committee" to improve awareness and understanding of the importance of the decennial census and to encourage the populace to participate in the 2020 Census; and</p> <p><b>WHEREAS</b>, the State of South Carolina is committed to ensuring that the 2020 Census provides a complete and accurate count of its population, which will require expedited planning, education, and outreach efforts in collaboration with local governments and community organizations; and</p>	<p>Executive Order No. 2019-22 Page 3 August 1, 2019</p> <p><b>FILED</b> AUG 01 2019 Mark Hammond SECRETARY OF STATE</p> <p><b>Section 3. Administration</b></p> <p>A. The Committee shall meet at least quarterly and shall convene upon the call of the Chair or the Governor. A simple majority of the members of the Committee shall constitute a quorum for the transaction of all business of the Committee.</p> <p>B. The Chair, in consultation with the Governor, may establish and appoint one or more subcommittees or working groups as necessary to assist the Committee in pursuing its objectives with respect to specific issues, communities, or geographic areas.</p> <p>C. As the Chair deems necessary and appropriate, the Committee may consult with or enlist additional individuals, officials, or agencies, including the United States Census Bureau, to advise or assist the Committee regarding its objectives and any available information, expertise, or resources related to the same.</p> <p>D. The Office of the Governor shall provide staff and administrative support services to the Committee, and all agencies or departments in the Governor's Cabinet shall cooperate with and assist the Committee as needed.</p> <p>This Order is not intended to create, and does not create, any individual rights, privileges, or benefits, whether substantive or procedural, or enforceable at law or in equity, against the State of South Carolina or its agencies, departments, officers, employees, or any other entities or persons, to include the Committee or any member thereof.</p> <p>This Order is effective immediately and shall remain in effect until May 31, 2020, unless otherwise superseded or rescinded.</p> <p style="text-align: center;"></p> <p style="text-align: center;">GIVEN UNDER MY HAND AND THE GREAT SEAL OF THE STATE OF SOUTH CAROLINA, THIS 1st DAY OF AUGUST, 2019.</p> <p style="text-align: center;"> HENRY MCMASTER Governor</p> <p>ATTEST:  MARK HAMMOND Secretary of State</p>
---	--

Provided under § 1-5-30

Customer:  
Governor

Number of Customers  
Served in 2017-18: 1

Total Employee Equivalents  
in 2017-18: 0.08

Outcome Sought by Agency\*  
Countersign, apply state seal,  
and file executive orders issued  
by the Governor.

\*Legislative intent not expressly stated.

# Legislative Acts

## Deliverable No. 161

3449

No. 223  
CLERK OF THE SENATE

No. 14  
CODE COMMISSIONER

**AN ACT**

TO AMEND CHAPTER 55, TITLE 46, CODE OF LAWS OF SOUTH CAROLINA, 1976, RELATING TO INDUSTRIAL HEMP CULTIVATION, SO AS TO REMOVE REFERENCES TO THE SOUTH CAROLINA INDUSTRIAL HEMP PROGRAM, TO DEFINE NECESSARY TERMS, TO PROHIBIT THE CULTIVATION, HANDLING, OR PROCESSING OF HEMP WITHOUT A HEMP LICENSE ISSUED BY THE SOUTH CAROLINA DEPARTMENT OF AGRICULTURE, TO PROVIDE CERTAIN REQUIREMENTS FOR A HEMP LICENSE, TO EXCLUDE CERTAIN ACTIVITIES FROM THE PROVISIONS OF CHAPTER 55, AND TO ESTABLISH CORRECTIVE ACTION PLANS FOR LICENSEES WHO VIOLATE A PROVISION OF CHAPTER 55; TO PROVIDE THAT THE COMMISSIONER OF THE SOUTH CAROLINA DEPARTMENT OF AGRICULTURE SHALL SUBMIT A STATE PLAN TO THE SECRETARY OF THE UNITED STATES DEPARTMENT OF AGRICULTURE; AND TO PROVIDE THAT CURRENT LICENSEES UNDER THE SOUTH CAROLINA INDUSTRIAL HEMP PROGRAM MAY EXPAND OPERATIONS AND AUTHORIZE THE DEPARTMENT TO ISSUE HEMP LICENSES FOR CERTAIN APPLICANTS.

I Certify that the Within Originated in the House of Representatives  
Charles F. Reed  
Clerk of the House

Correctly Enrolled  
Ashley Harwell-Beach  
Ashley Harwell-Beach, Director  
Legislative Council

Delivered to the Governor this MAR 27 2019  
day of Jeffrey, A.D. 20

Delivered to the Secretary of State this FILED  
day of MAR 28 2019, A.D. 20

Mark Hammond  
Clerk of the Senate  
SECRETARY OF STATE

- ▶ The Secretary of State files ratified acts passed by the General Assembly.
- ▶ Once the ratified acts are received, they are date-stamped with the Secretary of State's name and embossed with the State Seal.

Required by S.C. Constitution, Article 3, Section 18

Customers:  
Governor; Legislative Council; General Assembly

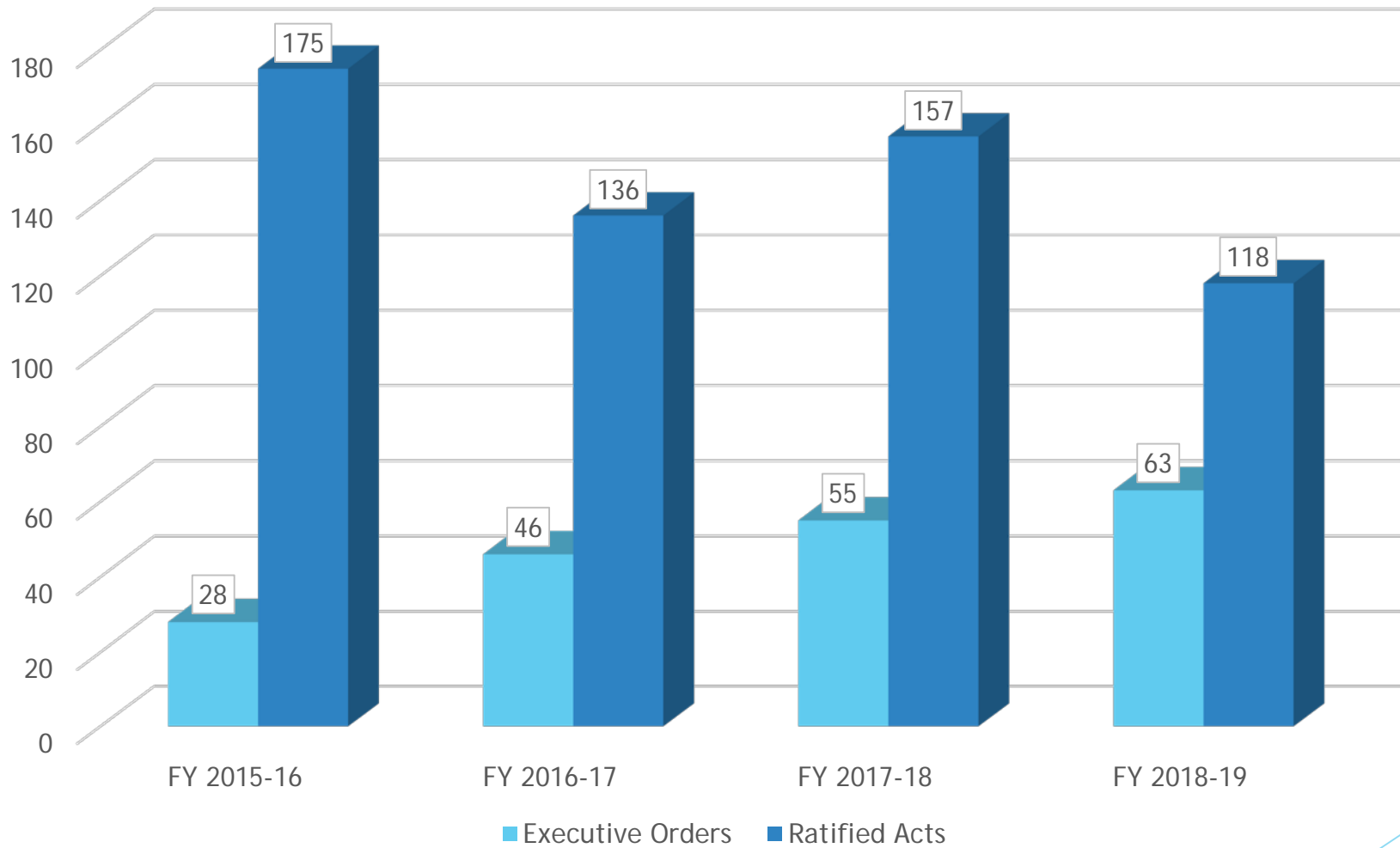
Number of Customers  
Served in 2017-18: 3

Total Employee Equivalents  
in 2017-18: 0.09

Outcome Sought by Agency\*  
File and apply state seal to acts passed by the General Assembly.

\*Legislative intent not expressly stated.

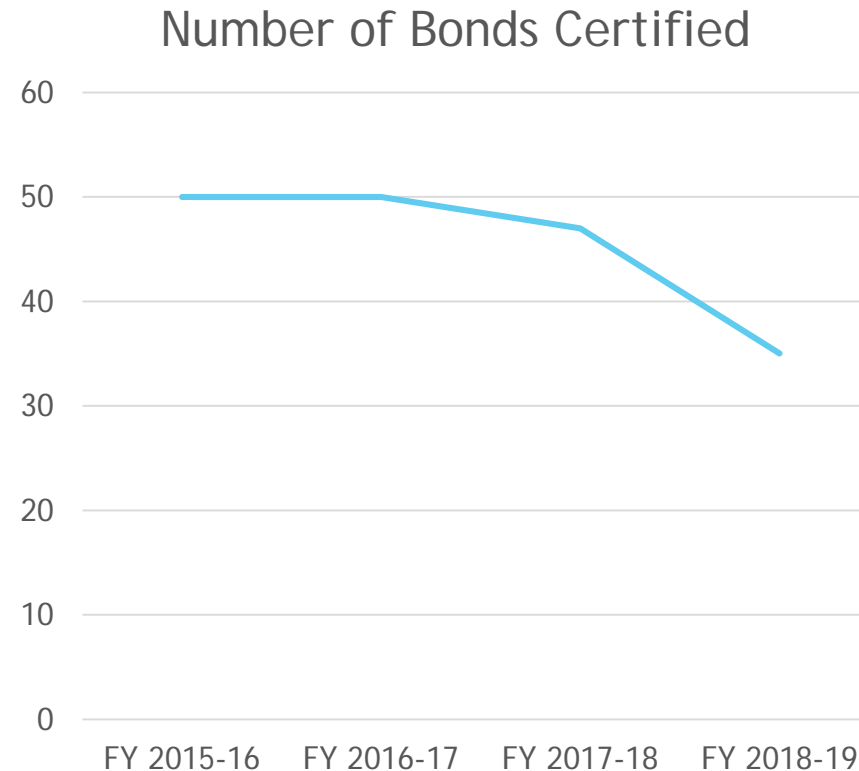
## Number of Executive Orders and Ratified Acts Filed with the Secretary of State



# Certification of Bonds

## Deliverable No. 162

- ▶ The Secretary of State files and indexes information related to the issuance of bonds from state agencies, and certifies board information in incumbency certificates to be included with transcript bonds.
- ▶ The Secretary of State attests to and affixes the state seal to state general obligations bonds issued pursuant to the State General Obligation Economic Development Bond Act.



Required by §§ 11-15-20, 11-41-120

Customers:  
Law Firms; Purchasers of Bonds; Interested Parties

Number of Customers Served in 2017-18: 47

Total Employee Equivalents in 2017-18: 0.04

Outcome Sought by Agency\*  
File and index submitted bonds as required by statute.

*\*Legislative intent not expressly stated.*

# Document Requests for Division of Notaries, Authentications, Boards & Commissions

## Deliverable No. 163

- ▶ The Secretary of State's Office frequently receives requests for regular and certified copies of appointment letters, oaths, bonds, acts, and notary applications that have been filed with the office.
- ▶ Pursuant to Section 1-5-50, the Secretary of State may collect fees for the cost of searching for and making copies of records.
  - ▶ The fee for regular copies is \$1.00 for the first page and \$.50 for each additional page.
  - ▶ The fee charged for certified copies is \$3.00 for the first page and \$.50 for each additional page.

Provided under § 1-5-50

Customers:  
General Public

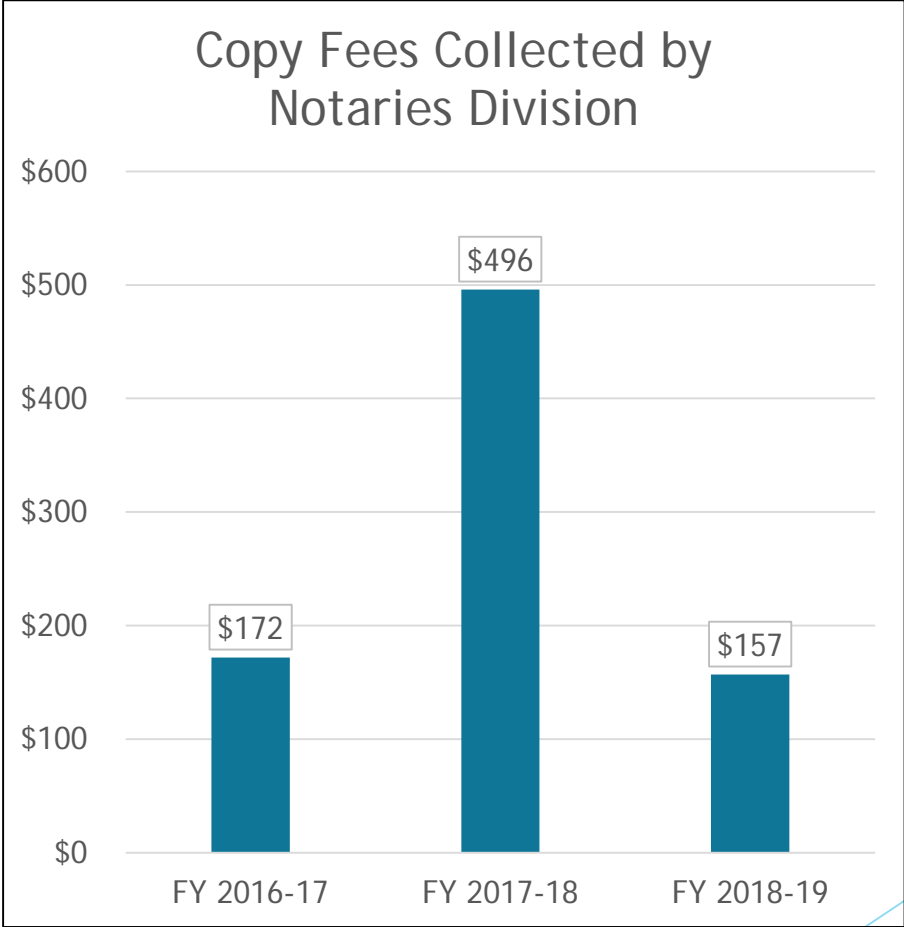
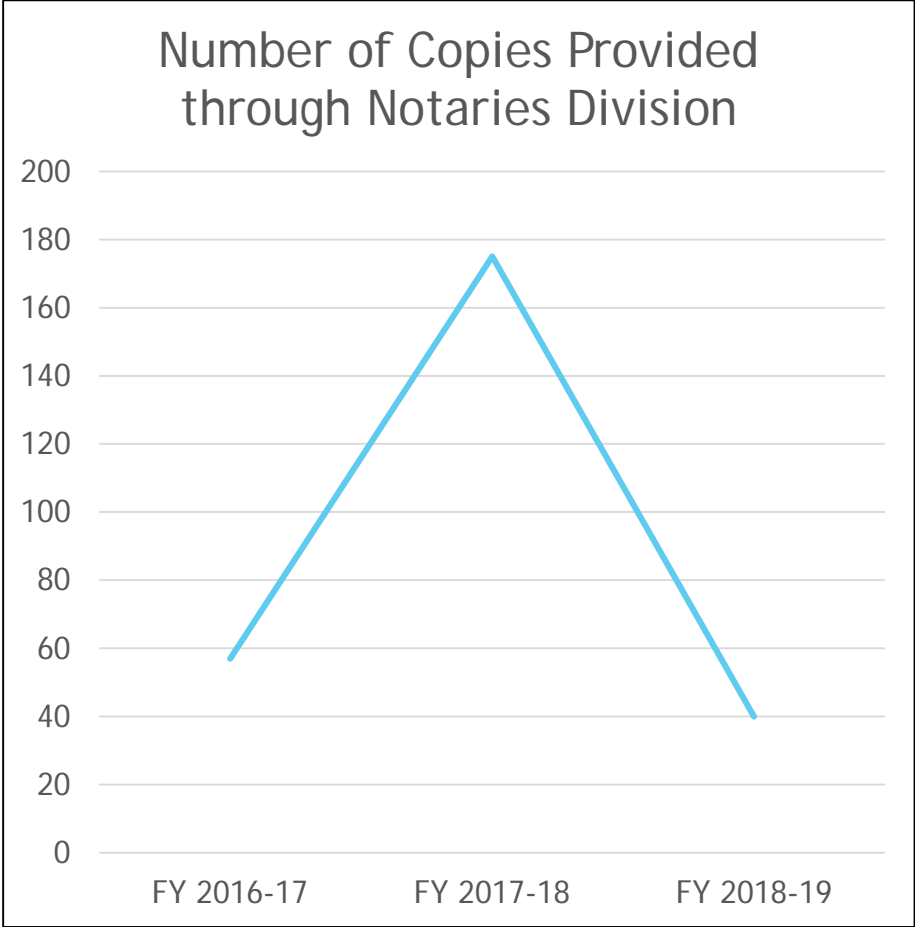
Number of Customers  
Served in 2017-18: 175

Total Employee Equivalents  
in 2017-18: 0.12

Outcome Sought by Agency:  
Make filed documents  
available to the public upon  
request.

*\*Legislative intent not expressly stated.*

Document Requests for Division of Notaries, Authentications, Boards & Commissions



*\*Copy requests and fees were not tracked by the Notaries Division in FY 2015-16.*



# Performance Measures Related to Notaries Deliverables

- ▶ Performance Measure No. 5: Protect data and records and provide staff additional tools to fulfill statutory duties. (Create database and applications for municipal incorporations, railroads, landlord-tenants, business opportunities and special purpose districts.)
- ▶ Performance Measure No. 11: Provide notary staff in-house application to gather data and more easily process applications.
- ▶ Performance Measure No. 12: Improve search capabilities for customer inquiries.
- ▶ Performance Measure No. 13: Improve workflow for notary renewals and updates.



# Performance Measures Related to Notaries Deliverables

- ▶ Performance Measure No. 14: Replace legacy system for notary division.
- ▶ Performance Measure No. 15: Replace legacy database for notary division.
- ▶ Performance Measure No. 23: Number of notary trainings provided statewide.

Performance Measure No. 5: Protect data and records and provide staff additional tools to fulfill statutory duties. (Create database and applications for municipal incorporations, railroads, landlord-tenants, business opportunities and special purpose districts.)

- ▶ In FY 2014-15, the Secretary of State launched a public officials database application that included special purpose districts. This performance measure relates to Deliverable No. 146, in which the Secretary of State certifies changes in membership for special purpose districts.

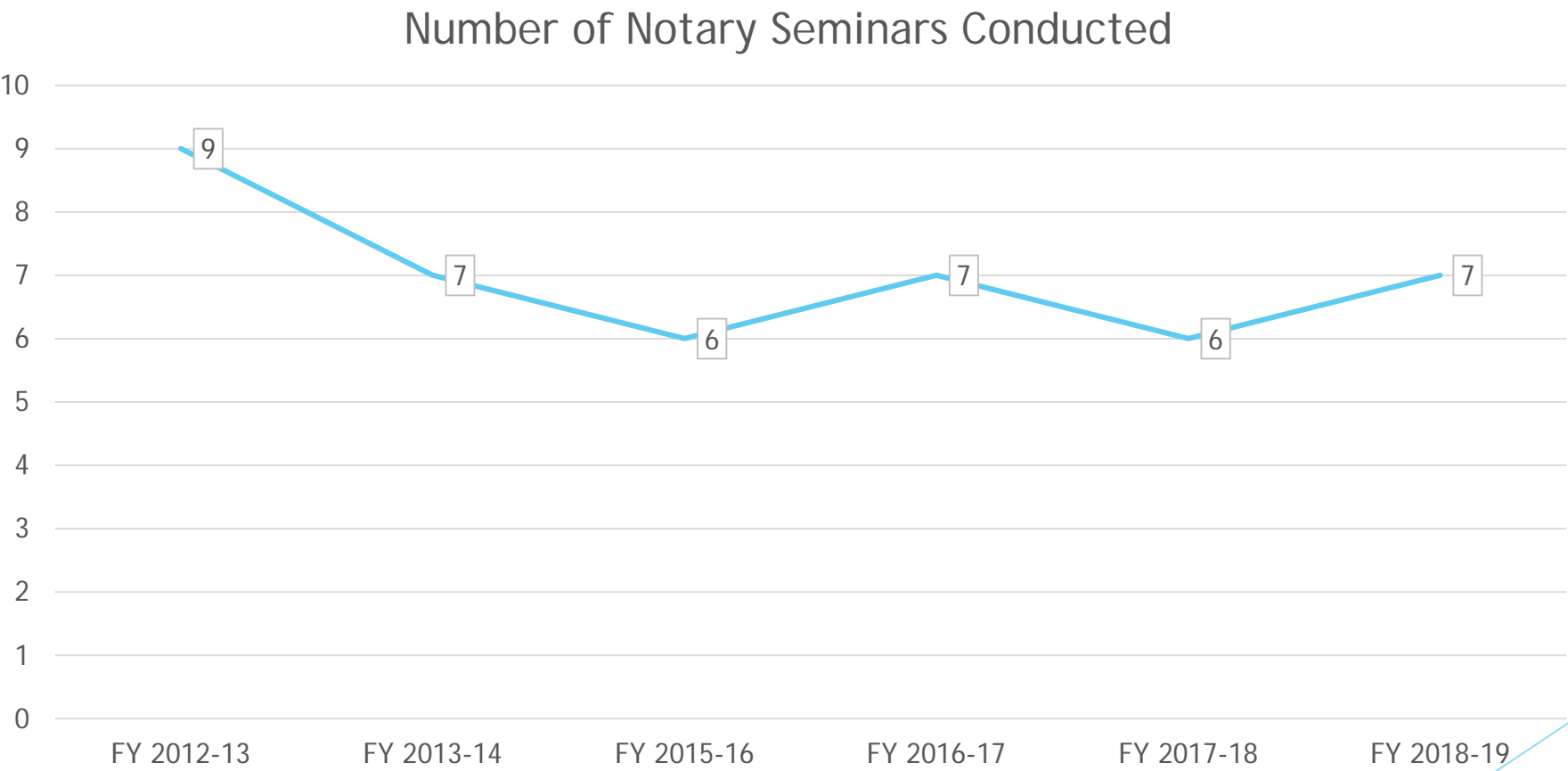
## Performance Measure No. 12: Improve search capabilities for customer inquiries.

- ▶ In FY 2013-14, the Secretary of State's Office began development of a State Boards and Commissions Database that was accessible to appointing officials and the general public from the Secretary of State's website.
- ▶ In addition to providing a searchable listing of state boards and commissions and their members, the database provides a listing of expired and vacant terms that is updated daily.
- ▶ The State Boards and Commissions Database went live in FY 2014-15.

Performance Measure Nos. 11, 13, 14 & 15: Provide notary staff an in-house application to gather data and more easily process notary applications; improve workflow for notary renewals and updates; and replace legacy system and legacy database for the Notaries Division.

- ▶ In FY 2016-17, the Secretary of State's Office developed and launched a new Notaries Database.
- ▶ This upgrade provided staff with improved capabilities to process notary applications and renewals for notaries public, including the capability to process and scan notary applications in one transaction.

Performance Measure No. 23: Number of notary trainings provided statewide.



Performance Measure No. 23: Number of notary trainings provided statewide.

- ▶ In addition to the in person notary seminars, the Secretary of State's Office began offering the notary public webinar on its website in August 2017.



# Revenue & Costs Related to Notaries Deliverables

The Division of Notaries, Authentications, Boards & Commissions collects fee revenue from the following sources:

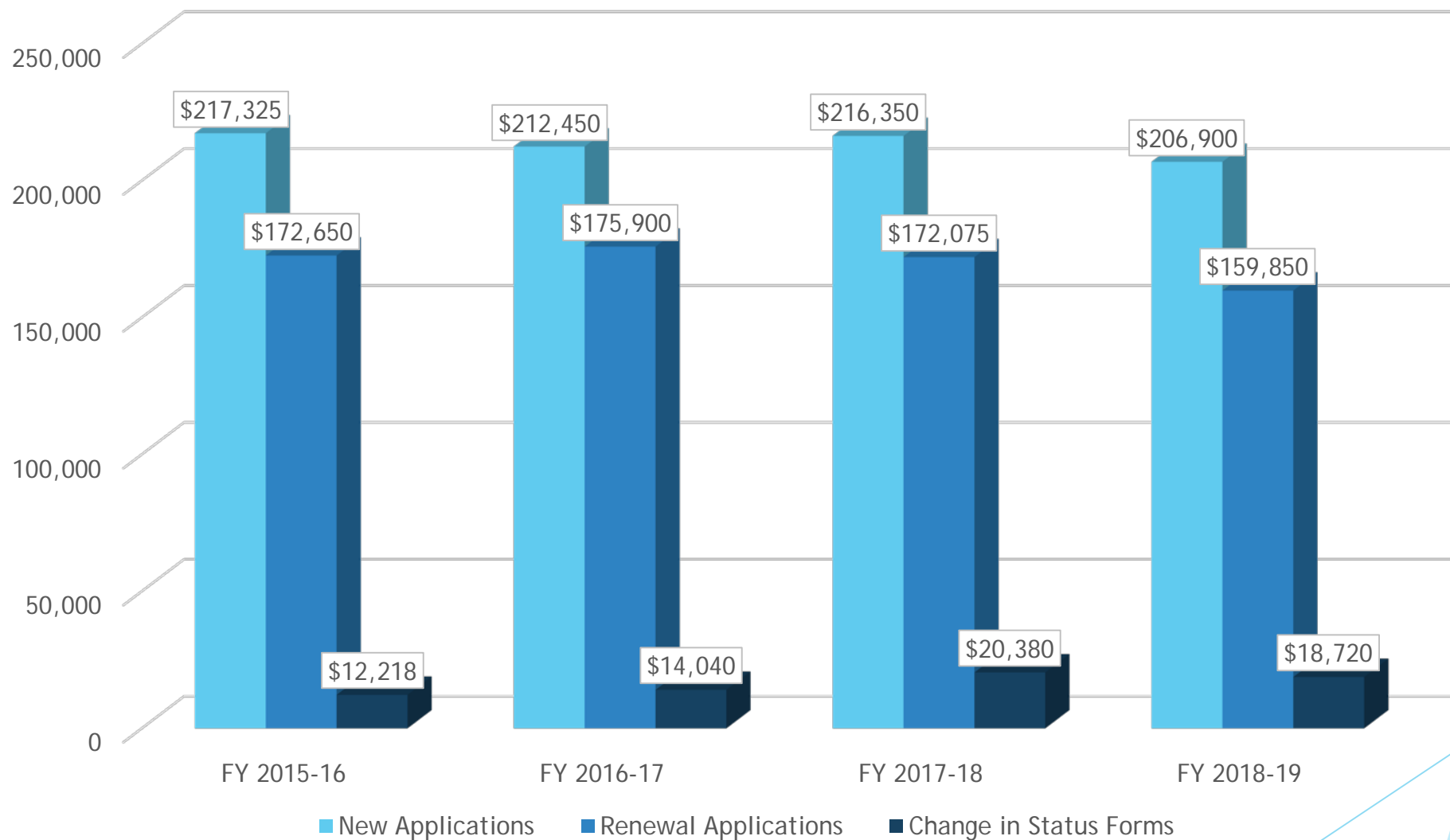
- ▶ Notary Public Applications (\$25.00\*)
- ▶ Notary Public Change in Status Forms (\$10.00\*\*)
- ▶ Apostilles & Authentications (\$5.00\*\*\*)
- ▶ Copy Fees
  - ▶ Regular Copies: \$1.00 for first page and \$.50 for each additional page
  - ▶ Certified Copies: \$3.00 for first page and \$.50 for each additional page

*\*Amount of fee has not increased since 1988. [1988 Act No. 658 (General Appropriations Act, Part II, Section 3A)]*

*\*\*Amount of fee has not increased since 1983. [1983 Act. No. 151 (General Appropriations Act, Part II, Section 8B)]*

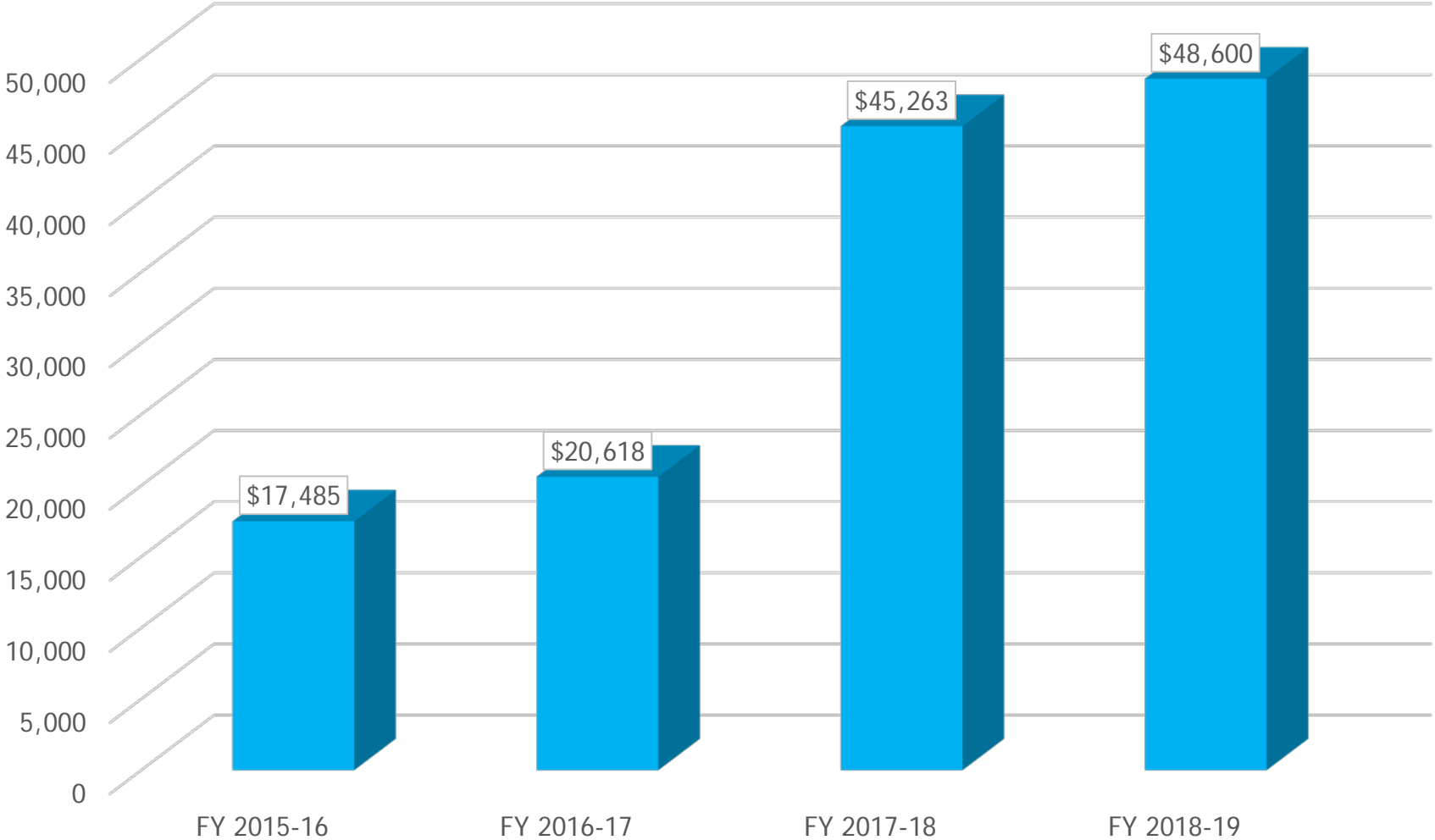
*\*\*\*In FY 2017-18, the fee for issuing Authentications and Apostilles increased from \$2.00 to \$5.00. (Section 26-1-220 allows the Secretary of State to charge a reasonable fee to issue an Authentication or Apostille)*

## Fees Collected for Notary Filings



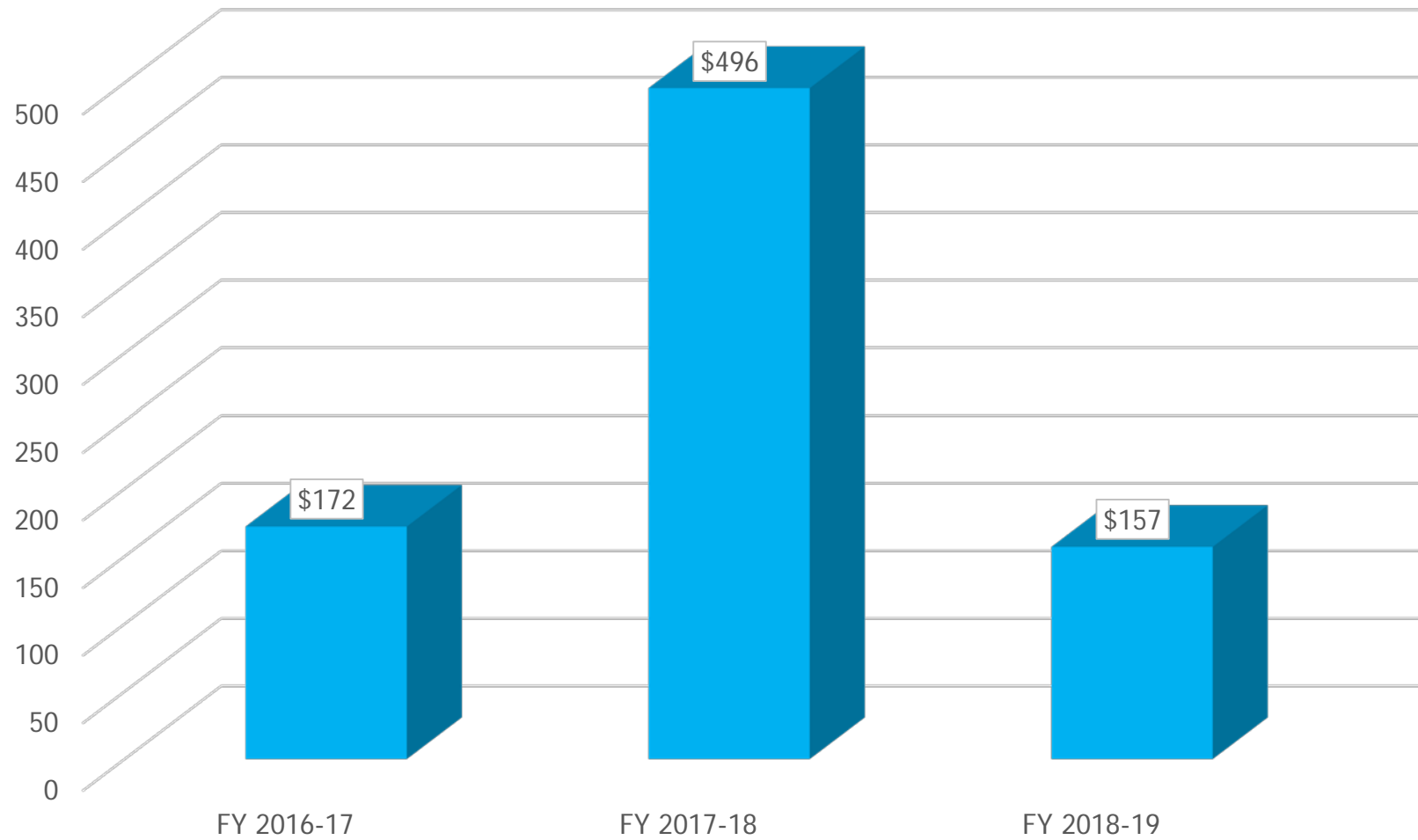


# Fees Collected for Authentications and Apostilles



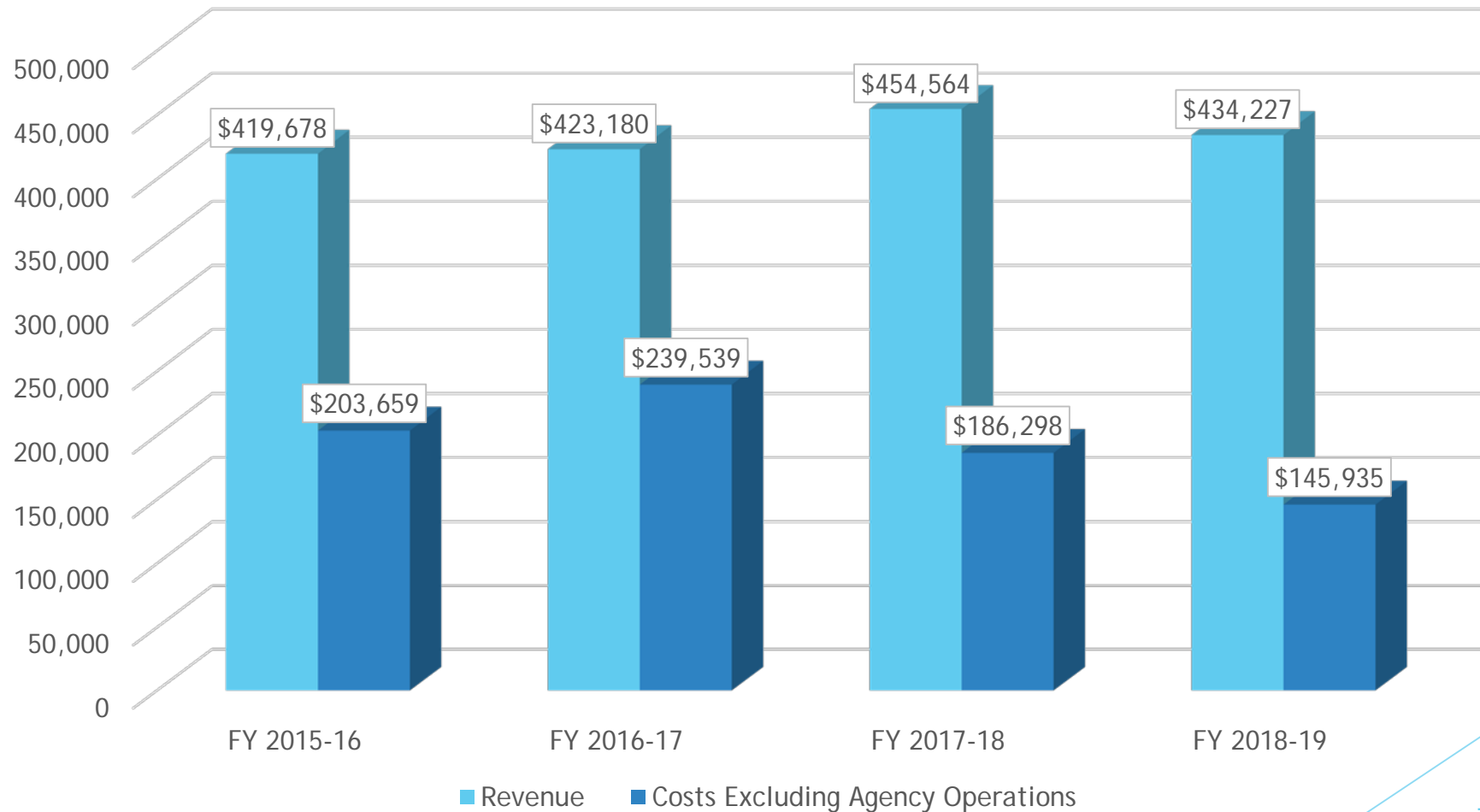
*\*In FY 2017-18, the fee for issuing Authentications and Apostilles increased from \$2.00 to \$5.00.*

## Fees Collected for Copy Requests



*\*Copy requests and fees were not tracked by the Notaries Division in FY 2015-16.*

## Comparison of Fee Revenue Collected by Notaries, Authentications, Boards & Commissions Division with Costs (Excluding Agency Operations)



# Contact Information

## Melissa Dunlap

Deputy Secretary of State & Chief  
Legal Counsel

(803) 734-2157

[mdunlap@sos.sc.gov](mailto:mdunlap@sos.sc.gov)

## Shannon A. Wiley

General Counsel

(803) 734-0246

[swiley@sos.sc.gov](mailto:swiley@sos.sc.gov)

## Kataria Watkins

Director of Notaries, Authentications,  
Boards & Commission

(803) 734-6045

[kwatkins@sos.sc.gov](mailto:kwatkins@sos.sc.gov)

## Meredith Augustine

Deputy General Counsel

(803) 734-0208

[maugustine@sos.sc.gov](mailto:maugustine@sos.sc.gov)