

West Virginia Secretary of State
1900 Kanawha Blvd E
Bldg. 1, Suite 157-K
Charleston, WV 25305



Penney Barker, Manager
Business and Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.com
E-mail: notary@wvsos.com

FILE ONE ORIGINAL
FEE: \$52.00

WEST VIRGINIA
APPLICATION FOR APPOINTMENT
AS A NOTARY PUBLIC

Office Hours: Monday – Friday
8:30 a.m. – 5:00 p.m. ET

Notary ID#: _____

**** The undersigned agrees to conform with the Notary Laws as set forth in West Virginia Code [§39-4](#) ****
as it pertains to performing notarial acts in West Virginia.

*****IMPORTANT*** READ AND FOLLOW THE ATTACHED INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION TO AVOID IT BEING REJECTED AND SENT BACK TO YOU FOR CORRECTION.**

Section 1: APPLICANT'S INFORMATION (Please type or print in ink.)

a. Print your exact name as you will enter it when performing a notarial act. → _____

i. If you have ever been a WV Notary, enter the expiration date of your last notary commission: _____
(mm/dd/yyyy)

ii. If you have ever been commissioned under a different name, please enter it here: → _____

b. Please indicate your gender: Male Female

c. **Mailing address** in West Virginia you will use on your notary seal:
• If this is a business address, include the company name.
• **Government notaries** – Use agency name and address.

Address: _____
City/State/Zip: _____
County: _____

d. **E-mail address** where correspondence may be received: _____

e. **Phone Number (daytime)**: _____ **Phone Number (evening)**: _____

f. Answer "YES" or "NO" to the following questions by checking the appropriate box:

- | | Y | N | |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Are you at least 18 years of age ? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Are you a citizen or permanent legal resident of the United States ? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Are you a West Virginia resident <u>or</u> do you work for a place of employment in West Virginia? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Are you able to read and write English ? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have a high school diploma <u>or</u> its equivalent? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Could you be or have you ever been disqualified to receive commission under WV Code §39-4-21 ? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Do you plan on performing electronic notarial acts ? If "Yes," you must comply with West Virginia Code §39-4-19 as well as complete and submit the application for E-Notarization Authorization (Form N-2). [See instructions for definition of "electronic" notarial acts per West Virginia Code §39-4-2(2) .] |

***** APPLICATION CONTINUED ON PAGE 2 *****

- 8. Are you a **state or local government employee** applying to become a notary public only for and in behalf of your government office? If you answer “YES,” give your position title and the name of the office in the lines indicated below. **To have the fee waived, a letter from the head of your office certifying that the application is made for the purpose of the office must be attached. Federal employees are not eligible.**

_____ (Your title) _____ (Name of state or local government office)

Section 2: BOND REQUIREMENT

You must **check one** of the boxes below **indicating you have included with this application proof of the type of bond (assurance) the applicant carries** as required by West Virginia Code §39-4-20(d). The certification of equivalent coverage **must include** coverage of your actions as a notary. **You’re application cannot be processed without providing proof of your current bond or certification of coverage.** **Note:** A notary cannot perform a notarial act at any time when there is no surety in place (expiration of bond or insurance). [See *attached instructions for handling procedures and turnaround time with regard to the proof of certificate of surety bond or insurance by the Secretary of State’s Office.*] **If you are submitting surety in the form of a bond, only a bond form issued by the Secretary of State is permitted to be used (see Form M0032499.1 application link under the first check box below).**

- A **\$1,000 SURETY BOND** (or its functional equivalent). ➔ You must complete the Notary Public Surety Bond application (Form M0032499.1) and attach it with this application.

OR...

- CERTIFICATION OF INSURANCE COVERAGE** under one of the following insurance policies (**check one** type below). You must complete the **Certification of Insurance Form for Notaries** (Form **CIC**) and attach it with this application.

IMPORTANT – The policy cannot have exclusions that do not cover acts in violation of the law. For example, if a policy has exclusions from criminal, dishonest, malicious, negligent, or fraudulent acts, then it would not be acceptable and would be denied by the Secretary of State’s Office. **AUTO INSURANCE is NOT a valid form of insurance coverage! If you submit a copy of your auto insurance policy, your application will be rejected.**

- Professional Liability** insurance – (complete **Form CIC**)
- Errors and Omissions** insurance – (complete **Form CIC**)
- Commercial General Liability** insurance – (complete **Form CIC**)
- Other certification of insurance coverage of \$1,000 equivalent assurance** not mentioned above – (complete **Form CIC**)

➤ **Government notaries** are required to maintain a surety as described in this section. Notaries public for state government agencies are likely to be covered by the agency’s insurance policy through the **West Virginia Board of Risk and Insurance Management (BRIM)**. BRIM will provide surety bond coverage (Bond) for state employees who apply to become a Notary Public or renew an existing commission provided they do so as a Government Notary Public.

The applicant must complete the Notary Public application (Form N-1) required by the West Virginia Secretary of State, which can be found on the Secretary of State’s website. The applicant must choose “YES” as the answer to #8 on Section: 1, f. of the application to be eligible for the Bond provided by BRIM.

The applicant must submit a copy of the completed application to BRIM along with a request for a Bond. Also, the applicant must complete the section for “Principal” on the Notary Public Surety Bond form (Form **M0032449.1**), which can also be found on the Secretary of State’s website, and forward it to BRIM along with the application and request for a Bond. BRIM will then complete the Notary Public Surety Bond form as “Surety” and return it to the applicant for submission to the Secretary of State. Contact information for BRIM is provided below:

West Virginia Board of Risk & Insurance Management (BRIM)
 1124 Smith Street
 Suite 4300
 Charleston, WV 25301
 Phone: (304)766-2646

Section 3: APPLICANT'S OATH/ SIGNATURE

Every applicant for appointment and commission as a notary public shall take the following oath in the presence of a person qualified to administer an oath in West Virginia. (Qualified persons include notaries public, clerks of court, county commissioners and judges).

I, _____ {printed name of applicant}, solemnly swear or affirm, under penalty of perjury, that the answers to all questions in this application are true, complete, and correct; that I have carefully read the notaries public law of West Virginia; and, if appointed and commissioned as a notary public, I will perform faithfully, to the best of my ability all notarial acts in accordance with the law.

APPLICANT SIGN HERE → X _____

****** SIGNATURE REQUIRED**** Sign your name on the line above exactly as you entered it in Section 1.**

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____ {date} by

_____ {name of individual making statement}.

X _____ {Signature of notarial officer}



Notary Stamp

Title of office: _____

My commission expires: _____

Important Note: This form is a public document. Please **do NOT provide any personal identifiable information on this form** such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.



IMPORTANT – BEFORE YOU SEND, CHECK THE BOXES BELOW INDICATING YOU HAVE INCLUDED THE FOLLOWING:

- 1. Complete, original **Application for Appointment as a Notary Public** (*this application, Form N-1*).
 - 2. **\$52.00 Filing Fee** (*State/Local government employees must include the letter from the head of your office certifying that the application is made for the purpose of the office.)
 - 3. Complete, original **West Virginia Notary Public Surety Bond** (Form [M0032499.1](#)),
- OR**
- Complete, original **Certification of Insurance for Notary Public** (Form [CIC](#)).

➔ **An application missing any part of the above listed items cannot be accepted and will be immediately returned for corrections.**

➔ **Application and Bond must be original documents with original signatures and notarizations.**

➔ **Only forms issued by the West Virginia Secretary of State's Office will be accepted.**

**INSTRUCTIONS FOR FILING THE
APPLICATION FOR APPOINTMENT AS A NOTARY PUBLIC**

***** IMPORTANT ***** Be sure to **READ AND UNDERSTAND THE NOTARY LAWS** as set forth in [§39-4](#) of the West Virginia Code. Also, read the **NOTARY HANDBOOK BEFORE** applying to become a notary public in West Virginia. **Failure to provide a proper notary acknowledgement on documents is a violation of the notary code and you may have your notary commission conditioned, suspended, or revoked.** **CAREFULLY FOLLOW THE STEPS OUTLINED BELOW.**

I. Complete all three (3) sections of this application. If you omit any part, or do not enclose current proof of certification of \$1,000 surety insurance (or its equivalent), or do not sign and have your oath notarized, the form will be returned to you as incomplete.

II. Send the completed application(s) and check or money order for **\$52.00** made payable to "West Virginia Secretary of State" to:

West Virginia Secretary of State
Notary Division
1900 Kanawha Blvd., East
Bldg. 1, Suite 157-K
Charleston, WV 25305

HAND DELIVERED APPLICATIONS will be processed **SAME DAY** by this office **UNLESS** the BOND requires prior approval by the ATTORNEY GENERAL'S OFFICE. See **FILING TURNAROUND TIME** on page 2 of these instructions for more information.

III. YOU ARE NOT AUTHORIZED TO ACT AS A NOTARY UNTIL ALL STEPS ARE COMPLETED AND YOU HAVE RECEIVED A CERTIFICATE OF APPOINTMENT. If your application is approved, you will receive a letter containing further instructions. When you receive the letter, read it carefully and immediately follow the instructions as outlined in the letter. If you have questions or need further assistance, please call the Notary division at **(304) 558-8000** or toll free at **(877) 826-2954**.

Section 1: APPLICANT'S INFORMATION (Please type or print in ink.)

- a. Print your exact name** as you will enter it when performing a notarial act. You do not need to include your middle name or middle initial unless that is how you want it to appear on your notary stamp.
- i.** If you have ever been a WV Notary, enter the expiration date of your last notary commission in the space provided.
 - ii.** If you have ever been commissioned under a different name, please enter it in the space provided.
- b.** Indicate your **gender** ("Male" or "Female") by checking the appropriate box.
- c. Enter the mailing address in West Virginia** you will use on your notary seal.
- If this is a **business address**, include the company name in the address.
 - **Government notaries** -- use government agency name in the address. State and local government employees may be commissioned as government notaries to act for and in behalf of their respective state and local government office. **Δ government notary may not operate privately.** Specific information relating to government notaries may be found in West Virginia Code [§39-4-31](#).
- d. Enter a valid e-mail address** (e.g., *yourname@domain.com*) where business correspondence may be received.
- e. Enter your phone number with area code** for both daytime and evening where you may be reached.
- f.** Answer "YES" or "NO" to the following questions by checking the appropriate box next to each question:
1. Are you **at least 18 years of age**?
 2. Are you a **citizen or permanent legal resident of the United States**?
 3. Are you a **resident of or do you work for a place of employment in West Virginia**?
 4. Are you **able to read and write English**?
 5. Do you **have a high school diploma or its equivalent**?
 6. **Could you be or have you ever been disqualified to receive commission under West Virginia Code [§39-4-21](#)?**
 7. Do you **plan on performing electronic notarial acts**? Per West Virginia Code [§39-4-2\(2\)](#), "electronic" means "relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities." If "Yes," you must comply with West Virginia Code [§39-4-19](#) AND complete and submit the application for **E-Notarization Authorization (Form N-2)**.
 8. Are you a **state or local government employee** applying to become a notary public **only** for and in behalf of your government office? If you answer "YES," give your position title and the name of the office in the lines indicated below. **To have the fee waived, a letter from the head of your office certifying that the application is made for the purpose of the office must be attached. Federal employees are not eligible.**

Section 2: BOND REQUIREMENT

You must **check one** of the boxes next to the appropriate answer below **indicating you have included with this application proof of the type of bond (assurance) the applicant carries** as required by West Virginia Code §39-4-20(d). **You're application cannot be processed without providing proof of your current bond or certification of assurance.** **Note: A notary cannot perform a notarial act at any time when there is no surety in place (expiration of bond or insurance).** If your bond is cancelled or expires you must submit a new bond or proof of continuation of surety in order to maintain your commission.

- A **\$1,000 SURETY BOND** (or its functional equivalent). ➔ **You must complete the Notary Public Surety Bond application** (Form [M0032499.1](#)) and attach it with this application.

OR...

- **CERTIFICATION OF INSURANCE COVERAGE** under one of the following insurance policies (**check one** type below). You must complete the **Certification of Insurance Form for Notary Public** (Form [CIC](#)) and attach it with this application. **IMPORTANT – The policy cannot have exclusions that do not cover acts in violation of the law.** For example, if a policy has exclusions from criminal, dishonest, malicious, negligent, or fraudulent acts, then it would not be acceptable and would be denied by the Secretary of State's Office:
 - **Professional Liability** insurance – (complete **Form CIC**)
 - **Errors and Omissions** insurance – (complete **Form CIC**)
 - **Commercial General Liability** insurance – (complete **Form CIC**)
 - **Other certification of coverage of \$1,000 equivalent assurance** not mentioned above – (complete **Form CIC**)

The certification of equivalent coverage **must include** coverage of your actions as a notary.

AUTO INSURANCE is **NOT** a valid form of insurance coverage! If you submit a copy of your auto insurance policy, your application will be rejected.

- **Government notaries** are required to maintain a surety as described above. Notaries public for state government agencies are likely to be covered by the agency's insurance policy through the **West Virginia Board of Risk and Insurance Management (BRIM)**. BRIM will provide surety bond coverage (Bond) for state employees who apply to become a Notary Public or renew an existing commission provided they do so as a Government Notary Public.

The applicant must complete the Notary Public application (Form N-1) required by the West Virginia Secretary of State, which can be found on the Secretary of State's website. The applicant must choose "YES" as the answer to #8 on Section: 1, f. of the application to be eligible for the Bond provided by BRIM.

The applicant must submit a copy of the completed application to BRIM along with a request for a Bond. Also, the applicant must complete the section for "Principal" on the Notary Public Surety Bond form (Form [M0032449.1](#)), which can also be found on the Secretary of State's website, and forward it to BRIM along with the application and request for a Bond. BRIM will then complete the Notary Public Surety Bond form as "Surety" and return it to the applicant for submission to the Secretary of State. Contact information for BRIM is provided below:

West Virginia Board of Risk & Insurance Management (BRIM)
1124 Smith Street
Suite 4300
Charleston, WV 25301
Phone: (304)766-2646

FILING TURNAROUND TIME: Filing your proof of certification of your surety bond (or its equivalent assurance) with the ATTORNEY GENERAL

Once your notary application and proof of certificate of coverage (from the list above) have been received by the Office of Secretary of State, your proof of certificate of coverage will be forwarded to the West Virginia Attorney General's Office for processing. **Please allow approximately a ONE (1) WEEK TURNAROUND for approval from the Attorney General's Office to be received by the Office of Secretary of State.**

Section 3: APPLICANT'S OATH/ SIGNATURE

Every applicant for appointment and commission as a notary public shall take the **notary commission oath** in the presence of a person qualified to administer an oath in West Virginia.

- ❖ **The applicant must sign the oath in the space provided in the presence of the qualified person administering the oath exactly as the applicant entered her/his name in Section 1. of the application.**

KEEPING RECORDS:

In West Virginia, notaries are not required to keep a journal of their acts. **However, if you are concerned about liability, keeping a notary journal listing the date, person’s name and type of document notarized will help protect you.** Examples of proper notary journal formats can be found on the Secretary of State’s website at www.wvsos.com. Journal forms are available through office supply houses or notary associations.

ADDRESS and/or NAME CHANGE:

❖ You must notify the Secretary of State within thirty (30) days of an address and/or name change.

FILING THE COMPLETED APPLICATION:



IMPORTANT – BEFORE YOU SEND, CHECK THE BOXES BELOW INDICATING YOU HAVE INCLUDED THE FOLLOWING:

- 1. Complete, original **Application for Appointment as a Notary Public** (*this application, Form N-1*).
 - 2. **\$52.00** Filing Fee (***State/Local government employees** must include the letter from the head of your office certifying that the application is made for the purpose of the office.)
 - 3. Complete, original **West Virginia Notary Public Surety Bond** (Form [M0032499.1](#)),
- OR**
- Complete, original **Certification of Insurance for Notary Public** (Form [CIC](#)).

➡ **An application missing any part of the above listed items cannot be accepted and will be immediately returned for corrections.**

➡ **Application and Bond must be original documents with original signatures and notarizations.**

➡ **Only forms issued by the West Virginia Secretary of State’s Office will be accepted.**

- ❖ **FILING FEES: \$52 - Application for 5-year commission** (Form N-1)
- ❖ **Return the following documents with the filing fee to the address below:**

- 1) The completed, signed and notarized **Application for Appointment as a Notary Public** (Form N-1),
- 2) **Proof of certification of \$1,000 surety insurance** (Form [M0032499.1](#)) **OR its equivalent** (Form [CIC](#)).
- 3) Application for **E-Notarization Authorization** (Form [N-2](#)), if applicable.

West Virginia Secretary of State
Notary Division
1900 Kanawha Blvd., East Bldg. 1,
Suite 157-K Charleston, WV 25305

HAND DELIVERED APPLICATIONS will be processed SAME DAY by this office UNLESS the BOND requires prior approval by the ATTORNEY GENERAL’S OFFICE. See FILING TURNAROUND TIME on page 2 of these instructions for more information.

***** Make check or money order payable to West Virginia Secretary of State. *****

TEXT ALERTS: Stay up-to-date regarding filing deadlines and changes to business, charity, notary, private investigation, and security guard laws. To sign up, go to www.wvsos.com and click on the **Business and Licensing** category link. On the **Business and Licensing** page, scroll down and click on the [Click Here To Sign Up For Text Alerts From The West Virginia Secretary Of State’s Office](#) link. Next, under the heading, “Choose SMS Subscription,” click the down arrow and select “Business and Licensing.” Then enter your ten-digit mobile phone number and your cellular carrier. Click *Subscribe*. This will allow you to get important information delivered right to your mobile phone. Please note, standard text messaging rates apply and you may unsubscribe at any time.