

APPLICATION FOR APPOINTMENT AS A NOTARY PUBLIC

To become a West Virginia notary public, follow these steps carefully:

1. Complete all four sections of this application form. If you omit part, or don't sign and have your oath notarized, the form will be returned to you.
2. Send the application and a check or money order for \$52.00 to the attention of the Notary Administrator at the Secretary of State's address listed above. Make checks payable to "Secretary of State."
3. **YOU ARE NOT AUTHORIZED TO ACT AS A NOTARY UNTIL ALL STEPS ARE COMPLETED AND YOU HAVE RECEIVED A CERTIFICATE OF APPOINTMENT SIGNED BY THE GOVERNOR.** If your application is approved, you will receive a letter containing further instructions. When you receive the letter, read it carefully and immediately follow those directions. If you do not receive that letter within three weeks, please call the Notary Administrator at 558-6000 to make sure we have received your application.

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

Print your exact name as you will enter it whenever you perform a notarial act [middle names may be abbreviated or omitted].

→ _____

Give your social security number.

→ _____

Give the WV mailing address you will use on your seal:

- Use a mailing address and zip code where you can receive mail. Use no more than three lines.
- If this is a business address, include the company name.
- Government notaries -- use agency name and address.

→ _____
→ _____
→ _____

If you have been a West Virginia notary before, give the expiration date of your last notary commission.

→ _____ / _____ / _____ Daytime Phone # _____

Please answer YES or NO to the following questions:

1. _____ Are you a citizen of the United States? _____ MALE _____ FEMALE
2. _____ IF you answered "NO" to #1, are you a citizen of a country that permits American citizens to become notaries there? If yes, give name of country. _____
3. _____ Are you 18 years old or older?
4. _____ Are you presently under conviction of a felony? ("Under conviction" includes probation and/or parole.)
5. _____ Are you able to read and write English?
6. _____ Has your commission as a notary been revoked during the last 10 years?
7. _____ 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 below. To have the fee waived, a letter from the head of your office certifying that the application is made for the purposes of the office must be attached. Federal employees are not eligible.

(your title)

(name of state or local government office)

