Secretary of State Building 1, Suite 157-K 1900 Kanawha Blvd. East Charleston, WV 25305-0770 Website: www.wvsos.com

## SECRETARY OF STATE STATE OF WEST VIRGINIA

NOTARY ADMINISTRATOR Tel: (304) 558-6000 Fax: (304) 558-0900 Toll Free: 1-866-SOS-VOTE

Email: notary@wvsos.com

## 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

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Section 1: A	APPLICANT'S INFORMATION (Please ty	pe or pr	int in ink.)	
•	act name as you will enter it whenever you otarial act [middle names may be abbreviated or	<b>→</b>		
omitted]. Give your soo	cial security number.	$\rightarrow$		
•	•			
<ul> <li>Use a mailir receive mail.</li> </ul>	mailing address you will use on your seal: ng address and zip code where you can Jse no more than three lines.	<b>→</b>		
	usiness address, include the company name. t notaries use agency name and address.			
•	een a West Virginia notary before, give the late of your last notary commission.	<b>→</b>	<i>/</i> /	Daytime Phone #
Please answe	er 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 citi to become notaries there? If yes, give nar		•	
3	_ Are you 18 years old or older?			
4	_ Are you presently under conviction of a fe	lony?	"Under conviction" i	ncludes probation and/or parole.)
5	_ Are you able to read and write English?			
6	_ Has your commission as a notary been re	voked o	luring the last 10	years?
7	Are you a <u>state</u> or <u>local government</u> emploin behalf of your government office? If you office below. To have the fee waived, a letter from for the purposes of the office must be attached. F	answer the head	YES," give your pos of your office certif	sition title and the name of the ying that the application is made
	(your title)		(name of state or	local government office)
Form N-1				Rev. 1/05

Section 2: END	ORSER'S STATEMENTS				
a citizen eligible t	t be completed by three qualified electors of West Virginia. A "qualified elector" of West Virginia is o register to vote in the state. To be eligible, a citizen must be (a) a United States citizen, (b) a Virginia for at least 30 days, and (c) 18 years of age or older.				
	(name of endorser), a qualified elector of West Virginia, believe to the best of my licant is a person of good moral character and integrity and capable of performing notarial acts.				
Endorser's signatur	re				
Address					
I, knowledge, the app	(name of endorser), a qualified elector of West Virginia, believe to the best of my elicant is a person of good moral character and integrity and capable of performing notarial acts.				
Endorser's signatur	re				
Address					
knowledge, the app	(name of endorser), a qualified elector of West Virginia, believe to the best of my blicant is a person of good moral character and integrity and capable of performing notarial acts.				
Section 3: APPL	LICANT'S OATH				
of a person qualif	t for appointment and commission as a notary public shall take the following oath in the presence ied to administer an oath in West Virginia. (Qualified persons include notaries public, clerks of nmissioners and judges).				
SEAL OF NOTARY GIVING OATH TO APPLICANT	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>				
ІС ОАТН					
YY GIVIN	Subscribed and sworn or affirmed before me thisday of,  I, the undersigned, further certify that this applicant IS KNOWN TO ME to be the applicant and elector				
OF NOTAR	who executed this application for appointment and commission as a notary public and acknowledged to me that he or she executed the same for the purposes herein stated.				
SEAL	Signature of notary or official Commission expires				
.,					
Section 4: Sign	your name in the box below <u>exactly</u> as you entered it in Section 1:				
APPLICANT SIGN	HERE>				