



## Questions? Contact our Customer Care Professionals:

Email: [Services@NationalNotary.org](mailto:Services@NationalNotary.org) | Website: [www.NationalNotary.org/WV/Become](http://www.NationalNotary.org/WV/Become)

Phone: 1-800-876-6827 (M-F, 6:00 a.m.–5:00 p.m. PT)

### ☐ Step 1

I am eligible to become a Notary and am in compliance with state requirements:

- 18 years or older
- A U.S. citizen or permanent legal resident; a WV resident, or nonresident if working in WV
- Able to read and write English
- High school diploma or equivalent
- Not disqualified under WVC 39-4-21

### ☐ Step 2

I read the "Revised Uniform Law on Notarial Acts." On the application, I will be signing an oath that I read and understand the requirements and will follow the law.

### ☐ Step 3

I purchased my state-required Notary seal and supplies at [www.nationalnotary.org/west-virginia/become-a-notary](http://www.nationalnotary.org/west-virginia/become-a-notary) or I called 1-800-876-6827 and provided my county.

### ☐ Step 4

I have downloaded my application online <https://erls.wvsos.gov/> and paid the \$52 filing fee.

### ☐ Step 5

I have received my commission letter from the state and ensured my name and address information is correct.

### ☐ Step 6

I have emailed a copy of my commission letter to the NNA: [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3 business days.

### ☐ Step 7

I have received my stamp.