

Questions? Contact our Customer Care Professionals:

Email: Services@NationalNotary.org | Website: 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 39-4-23**

Step 2

I purchased my state-required Notary seal and supplies at www.NationalNotary.org/WV/Become or I called 1-800-876-6827 and provided my county. .

Step 3

I have received the supplies that are not dependent upon my commission (e.g. journal, law primer, etc.).

Step 4

I have completed my application

http://www.nationalnotary.org/file%20library/nna/applications/west_virginia_state_application_e.pdf and

sent it to: **Secretary of State**
Notary Division
Bldg. 1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305-0770

Step 5

I have received my commission letter from the state.

Step 6

I have emailed a copy of my commission letter to the NNA: 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.