West Virginia Notary Commission Process

Step-by-Step Instructions to Begin My Notary Commission

Questions? Contact our Customer Care Professionals: Email: Services@NationalNotary.org | **Website:** www.NationalNotary.org/WV/Renew
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, or no commission revocation**
- **No felony convictions or crime involving fraud, dishonesty or deceit**

❑ **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/wv/Renew or I called 1-800-876-6827 and provided my county.

❑ **Step 4**

I have downloaded my Notary commission application online and paid the $52 filling 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, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.