



West Virginia Notary Commission Process

Step-by-Step Instructions to Renew My Notary Commission

☐ **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 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 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, or faxed to 1-800-833-1211. Once my documents have been received, my stamp will be shipped within 3-5 business days.

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)