



## Questions? Contact our Customer Care Professionals:

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

### ❑ Step 2

I purchased my state-required Notary seal and supplies at [www.NationalNotary.org/WV/Renew](http://www.NationalNotary.org/WV/Renew) 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](http://www.nationalnotary.org/file%20library/nna/applications/west_virginia_state_application_e.pdf)

and sent it, along with the filing fee, 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 [Releasing@NationalNotary.org](mailto:Releasing@NationalNotary.org), or faxed a copy 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.