

# Notary Public Surety Bond

## Bond Instructions

**IMPORTANT - READ AND FOLLOW THE ATTACHED INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION TO AVOID IT BEING REJECTED AND RETURNED TO YOU FOR CORRECTION.**

Line:

1. Enter the name of the Principal (Notary Applicant) to be covered by the bond.
2. Enter the name of the Surety company issuing the bond.
3. Enter the amount of the premium paid to surety
4. Enter the beginning date of the bond.
5. Enter the ending date of the bond.
6. Enter the bearing date of the bond, also known as the execution date of the bond.
7. Enter the complete name, address and telephone number of the Principal (Notary Applicant) to be covered by the bond.
8. The Principal (Notary Applicant) must sign. Note the signature must be an original.
9. Enter the complete name, address and telephone number of the Surety company issuing the bond.
10. The Surety must sign. Note the signature must be the original signature of the officer or person having Power of Attorney to bind the Surety.
11. Affix the embossed corporate seal of the Surety.

### **Section to be completed by the Notary Public acknowledging the signature of the Principal (Notary Applicant)**

12. Enter the name of the state.
13. Enter the name of the county.
14. Enter the name of the Notary Public witnessing the transaction.
15. Enter the name of the Principal (Notary Applicant) covered by the bond.
16. Notary must enter the date the bond was witnessed.
17. Notary must sign here.
18. Attach notary seal.
19. Notary enters his/her commission expiration date.

### **Section to be completed by the Notary Public acknowledging the signature of the Surety**

20. Enter the name of the state.
21. Enter the name of the county.
22. Enter the name of the Notary Public witnessing the transaction.
23. Enter the name of the person binding the Surety.
24. Enter title of the person binding the Surety.
25. Enter name of the Surety.
26. Notary must enter the date the bond was witnessed.
27. Notary must sign here.
28. Attach notary seal.
29. Notary enters his/her commission expiration date.

30. Attach a Power of Attorney

## **POWER OF ATTORNEY INSTRUCTIONS**

A Power of Attorney for the Surety must be attached. It must be in full force and effect on the execution date indicated on the front page of the bond (Line 5). An **embossed** surety seal or **embossed sticker** must also be affixed to the Power of Attorney.

Power of Attorney must contain....

- Name of Attorney-in-fact.
- The Power of Attorney may not exceed imposed limitations.
- The Certificate date should be the bond execution date.
- The signature of the authorized official. The signature may be a facsimile.
- An embossed seal.

**The Power of Attorney is issued by the Surety Company writing the bond.**

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# STATE OF WEST VIRGINIA SECRETARY OF STATE

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## Notary Public Surety Bond

Bond No. \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

That we, 1) \_\_\_\_\_ as Principal (Notary Applicant), and 2) \_\_\_\_\_, a corporation with authority to do business in the State of West Virginia, as surety, are firmly bound unto the **Secretary of State** of the State of West Virginia, in the just and full sum of **One Thousand Dollars** (\$1,000), for which payment we bind ourselves and our legal representatives and successors, jointly and severally.

**WHEREAS**, the Principal (Notary Applicant) has filed an application with the Secretary of State to be appointed a Notary Public for West Virginia, in accordance with Chapter 39, Article 4, Section 20 of the Code of West Virginia and rules of the Secretary of State promulgated thereunder, which are hereby made an express part of this bond.

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION** is that if the said Principal (Notary Applicant) shall faithfully and honestly discharge the duties of said office, and accounts for pay over, as required by law, all moneys which may come into his/her possession by virtue of the said office, then this obligation shall be void; otherwise, it shall remain in full force and effect.

The premium for which this bond is written is 3) \_\_\_\_\_ dollars (\$\_\_\_\_\_).

This bond is effective from 4) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to the 5) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**IN WITNESS WHEREOF** the Principal (Notary Applicant) and Surety have executed this instrument the 6) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

7) \_\_\_\_\_  
Principal (Notary Applicant)

9) \_\_\_\_\_  
Surety Corporation

\_\_\_\_\_  
Complete Address of Principal (Notary Applicant)

\_\_\_\_\_  
Address of Surety Corporation

\_\_\_\_\_  
Telephone Number of Principal (Notary Applicant)

\_\_\_\_\_  
Phone Number of Surety Corporation

8) \_\_\_\_\_  
Signature of Principal (Notary Applicant)

10) \_\_\_\_\_  
Signature of Surety

11) Embossed  
Surety Seal



**Acknowledgment by Principal (Notary Applicant)**

- 12) State of \_\_\_\_\_)
  - 13) County of \_\_\_\_\_), to-wit:
  - 14) I, \_\_\_\_\_, a Notary Public in and for the county
  - 15) and state aforesaid, do certify that \_\_\_\_\_,  
whose name is signed to the writing above or hereto annexed, has this day acknowledged the same before me in my  
said county.
  - 16) Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.
  - 17) \_\_\_\_\_ Notary Public
  - 18) Notary Seal
  - 19) My Commission Expires \_\_\_\_\_.
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**Acknowledgment for Surety**

- 20) State of \_\_\_\_\_)
  - 21) County of \_\_\_\_\_), to-wit:
  - 22) I, \_\_\_\_\_, a Notary Public in and for the county
  - 23) and state aforesaid, do hereby certify that \_\_\_\_\_, who, as
  - 24) \_\_\_\_\_, signed the writing above or hereto annexed, for
  - 25) \_\_\_\_\_, a corporation, has this day, in my  
said county before me, acknowledged the said writing to be the act and deed of said corporation.
  - 26) Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.
  - 27) \_\_\_\_\_ Notary Public
  - 28) Notary Seal
  - 29) My Commission Expires \_\_\_\_\_.
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30)  Attach Power of Attorney

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Approved as to sufficiency of form and manner of execution this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Patrick Morrissey, Attorney General of the State of West Virginia

By: \_\_\_\_\_