

West Virginia Secretary of State  
1900 Kanawha Blvd E  
Bldg 1, Suite 157-K  
Charleston, WV 25305



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**FILE ONE ORIGINAL  
NO FEE**

**WEST VIRGINIA  
E-NOTARIZATION  
AUTHORIZATION**

Office Hours: Monday – Friday  
8:30 a.m. – 5:00 p.m. ET

Notary ID#: \_\_\_\_\_

Effective **July 1, 2014**, the West Virginia Legislature enacted **electronic notary legislation** pursuant to West Virginia Code [§39-4](#), allowing electronic notarization to be applied to a document so that the document can be fully processed electronically. **Physical presence of a person whose signature is being notarized is still required by law.** Before performing electronic notarial acts, a notary public must register, or in the case of a recommission, reregister the capability to notarize electronically with the Secretary of State.

**Note:** Applicant must be currently registered as an active West Virginia Notary and have the capability to notarize electronically before requesting authorization to perform electronic notarizations.

**APPLICANT INFORMATION** (Please type or print in ink. Name must be the same as you are currently commissioned with.)

\_\_\_\_\_  
First Name Last Name Middle Name or Initial (only if commissioned w/ it)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone (w/ Area Code): \_\_\_\_\_ Business Phone (w/ Area Code): \_\_\_\_\_

Notary Public Commission Expiration Date: \_\_\_\_\_

Notary Public's E-mail Address: \_\_\_\_\_

**VENDOR INFORMATION**

Name of Vendor providing electronic seal: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
City State Zip Code

Vendor Telephone Number (w/ Area Code): \_\_\_\_\_

Vendor description of any required instructions to allow signature to be read: \_\_\_\_\_

**If your Vendor is listed as an approved Vendor on the West Virginia Secretary of State's website ([www.wvsos.com](http://www.wvsos.com)), you do not need to answer items #1. or #2. below.**

1. Vendor description of technology used for electronic signature, certificate and seal: \_\_\_\_\_

2. Vendor description of any revocations, annulments or premature terminations due to your misuse or compromise of the device: \_\_\_\_\_

Date applicant entered into agreement with vendor providing e-notary service\*: \_\_\_\_\_

**\*Note:** This is the date you and the vendor entered into agreement to use their electronic notarization service. If and when your agreement with the vendor ends, you must secure a new vendor and submit a new e-notarization application through the Secretary of State's Office before performing electronic notarial acts.

**AFFIDAVIT OF APPLICANT**

I, \_\_\_\_\_ {printed name of applicant}, solemnly swear or affirm, under penalty of perjury, that the answers to all questions in this application are true, complete, and correct; that I have carefully read the notaries public law of West Virginia. I understand that any falsifications may result in denial of approval of requested authorization.

**APPLICANT SIGN HERE** → X \_\_\_\_\_

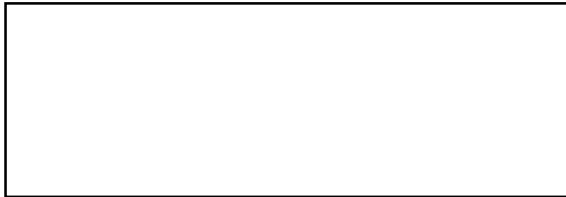
State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_ {date} by

\_\_\_\_\_ {name of individual making statement}.

X \_\_\_\_\_ {Signature of notarial officer}



Notary Stamp

Title of office: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**INSTRUCTONS FOR FILING THE  
APPLICATION FOR E-NOTARIZATION AUTHORIZATION**

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\*\*\* **IMPORTANT** \*\*\* Be sure to **READ AND UNDERSTAND THE NOTARY LAW AS IT PERTAINS TO ELECTRONIC NOTARIAL ACTS (E-NOTARIZATION)** as set forth in **§39-4-2** and **§39-4-19** of the West Virginia Code. **CAREFULLY FOLLOW THE STEPS OUTLINED BELOW.**

**YOU ARE NOT AUTHORIZED TO PERFORM ELECTRONIC NOTARIAL ACTS (E-NOTARIZATION) UNTIL THIS AUTHORIZATION APPLICATION IS FILED WITH THE SECRETARY OF STATE AND YOU HAVE RECEIVED THE SECRETARY OF STATE LETTER OF AUTHORIZATION APPROVING YOUR REGISTRATION.** If you have questions or need further assistance completing the application, please call the Notary division at **(304) 558-8000** or toll free at **(877) 826-2954**.

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**APPLICANT INFORMATION** (*Please type or print in ink.* Name must be the same as you are currently commissioned with.)

1. To obtain the authorization to perform electronic notarizations, you must complete the attached application for E-Notarization Authorization (Form N-2) approval. **Note: Applicant must be currently registered as an active West Virginia Notary and have the capability to notarize electronically before requesting authorization to perform electronic notarizations.**
2. All the information in this section must be completed in its entirety.

**VENDOR INFORMATION**

- Enter all vendor information as required in this section. “Vendor” refers to the vendor providing your electronic notary seal.
- *If your Vendor is listed as an approved Vendor on the West Virginia Secretary of State’s website ([www.wvsos.com](http://www.wvsos.com)), you do not need to answer items #1. or #2. below.*
  1. Vendor description of technology used for electronic signature, certificate and seal:
  2. Vendor description of any revocations, annulments or premature terminations due to your misuse or compromise of the device:
- **Date applicant entered into agreement with vendor providing e-notary service\***: Enter the date you and the vendor entered into agreement to use their electronic notarization service. If and when your agreement with the vendor ends, you must secure a new vendor and submit a new e-notarization application through the Secretary of State’s Office before performing electronic notarial acts.

**AFFIDAVIT OF APPLICANT**

**The applicant must sign the oath in the space provided in the presence of the qualified person administering the oath exactly as the applicant entered her/his name in the “APPLICANT INFORMATION” section of the application.**

**FILING THE COMPLETED APPLICATION:**

- ❖ **Return the application to the address below (NO FEE required to file):**

**Mail to:** West Virginia Secretary of State  
Notary Administrator  
1900 Kanawha Blvd., East  
Bldg. 1, Suite 157-K  
Charleston, WV 25305

- ❖ **Upon acceptance and processing of this application, you will receive an E-Notarization Authorization letter of approval from the Office of the Secretary of State authorizing you to perform electronic notarizations.**

**TEXT ALERTS:** Stay up-to-date regarding filing deadlines and changes to business, charity, notary, private investigation, and security guard laws. To sign up, go to [www.wvsos.com](http://www.wvsos.com) and click on the **Business and Licensing** category link. On the **Business and Licensing** page, scroll down and click on the [Click Here To Sign Up For Text Alerts From The West Virginia Secretary Of State’s Office](#) link. Next, under the heading, “Choose SMS Subscription,” click the down arrow and select “Business and Licensing.” Then enter your ten-digit mobile phone number and your cellular carrier. Click *Subscribe*. This will allow you to get important information delivered right to your mobile phone. Please note, standard text messaging rates apply and you may unsubscribe at any time.