

**APOSTILLE AND CERTIFICATION  
REQUEST**

Form AC-1  
Rev. 11/2022



**West Virginia Secretary of State**

Licensing Division

Tel: (304)558-8000

Fax: (304)558-8381

Website: [www.wvsos.gov](http://www.wvsos.gov)

**FILING FEE: \$10** for the first document  
**\$5** for each additional document

Below are a list of requirements, and information needed to complete the authentication request.  
Please read the following carefully to ensure proper processing of your documents.

Please complete this form and return it with your document and proper fee (\$10 for the first document, \$5 for each additional document.)

- 1) Make check or money order for the exact amount of the service payable to: **WV Secretary of State**.
- 2) Notary statement information must be complete. Please see the notary information on our Authentication of Documents web page to see [examples of notary acknowledgment statements](#) that must accompany a notarization.

**Please complete the information below regarding your authentication request:**

Name of person or company requesting: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Destination of Document (Country to be used):** \_\_\_\_\_

Number of Documents: \_\_\_\_\_ Fee Enclosed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any further questions you may contact our office toll free at 1-866-767-8683.

**IMPORTANT: If you would like the document(s) returned to you any way other than by regular USPS mail, please enclose a prepaid envelope.**

**Submit this completed form, the document(s) to be authenticated, and proper fee to one of the locations below:**

**Charleston Offices:**

**West Virginia Secretary of State**  
Business & Licensing Division 1900  
Kanawha Blvd. East  
Bldg. 1, Ste. 157-K  
Charleston, WV 25305  
Phone: 304-558-8000  
Fax: (304) 558-8381  
Hours: Mon. - Fri. 8:30a - 5:00p EST

**One-Stop Business Center**

13 Kanawha Blvd. West  
Suite 201  
Charleston, WV 25302  
Phone: (304) 558-8000  
Fax: (304) 558-8381  
Hours: Mon. - Fri. 8:30a - 5:00p EST

**Clarksburg Office:**

**North Central WV Business Hub**  
153 West Main Street  
Suite G- Third Floor  
Clarksburg, WV 26301  
Phone: (304) 367-2775  
Fax: (304) 627-2243  
Hours: Mon. -Fri. 9:00a - 5:00p EST

**Martinsburg Office:**

**Eastern Panhandle Business Hub**  
229 E. Martin Street  
Martinsburg, WV 25401  
Phone: (304) 356-2654  
Fax: (304) 260-4360  
Hours: Mon. - Fri. 9:00a - 5:00p EST