

**INSTRUCTIONS FOR FILING
NOTARY PUBLIC RECORDING LOST OR STOLEN SEAL**

Complete all the sections of the application in accordance with West Virginia Code [§39-4-18\(b\)](#) and return to address below for filing with the West Virginia Secretary of State.

- Section 1.** **Name of notary public reporting the LOST or STOLEN SEAL:** Enter the full name of the notary public reporting the LOSS or THEFT of his/her notary seal.
- Section 2.** **Check the box that applies to your situation:** Check the appropriate box indicating the circumstance under which your notary seal became LOST or STOLEN.
- Section 3.** **Date you first realized your seal was LOST or STOLEN:** Enter the date (MM/DD/YYYY) you first realized your notary stamp/seal was LOST or STOLEN.
- Section 4.** **Address Information:** Enter the most recent address information (**Street, City, State and Zip Code**) for the notary public as recorded with the West Virginia Secretary of State.
- Section 5.** **Provide a brief description of how the seal was lost or stolen:** Briefly describe how the stamp/seal was lost or stolen. Attach additional page(s), if necessary.
- Section 6.** **Contact Name and Signature Information:**
- a. **Contact Name** – **PRINT** the contact name of the notary public filing the requested change(s).
 - b. **Contact Phone** – Enter the phone number including the area code of the notary public filing the requested change(s).
 - c. **Signature/Date** – The notary public requesting the change(s) must SIGN and DATE the application. **If the application is NOT signed/dated, the application will be rejected and returned to the notary public for correction.**

SUBMIT COMPLETED FILING TO ONE OF THE BUSINESS CENTERS BELOW:

Charleston Office

West Virginia Secretary of State

State Capitol Building
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

Clarksburg Office

North Central WV Business Center

200 West Main Street
Clarksburg, WV 26301
Phone: (304) 367-2775
Fax: (304) 627-2243
Hours: Mon. -Fri. 9:00a - 5:00p EST

Martinsburg Office

Eastern Panhandle Business Center

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