

**APOSTILLE AND CERTIFICATION
REQUEST**

Form AC-1
Rev. 11/2022

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



West Virginia Secretary of State
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

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