

**APPLICATION FOR APPOINTMENT AS A COMMISSIONER FOR WEST VIRGINIA**

Form CWV-1 **NO BOND REQUIRED**  
Rev. 01/2023



West Virginia Secretary of State

Licensing Division

Tel: (304)558-8000

Fax: (304)558-8381

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

Email: [notary@wvsos.gov](mailto:notary@wvsos.gov)

**FILE ONE ORIGINAL**

(Two if you want a filed stamped copy returned to you.)

**FEE: \$500.00** \*Nonrefundable

**For Office Use Only**

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

\*\*\*\* The undersigned agrees to conform with the Out-of-State Commissioners for West Virginia Laws as set forth in \*\*\*\*  
West Virginia Code §39-4A as it pertains to performing commissioner acts in or out of West Virginia.

To qualify for an appointment as a Commissioner for WV, the applicant must be commissioned as a notary public pursuant to WV Code §39-4-20. A WV notary public, and therefore, a Commissioner, must maintain either a WV resident address, or, if not a resident, must be employed by a WV resident employer. Your application will be rejected if you are not a commissioned WV notary public in good standing.

**Section 1: APPLICANT INFORMATION** (Please type or print in ink.)

**a. I am applying for my** (check the appropriate box below):

**Original appointment (10 yr. term).**       **Appointment renewal.** My commission expires \_\_\_\_\_  
(mm/dd/yyyy)

**b. I affirm that I am a current WV notary public.** My notary commission expires \_\_\_\_\_  
(mm/dd/yyyy)

**c. Applicant's full name:**

First Name \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_ Last Name \_\_\_\_\_

**d. Date of birth:** \_\_\_\_\_ (mm/dd/yyyy)

**e. Legal residential address** (the address may be a P.O. Box):

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

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

County: \_\_\_\_\_

**f. E-mail address** where business correspondence may be received: \_\_\_\_\_

**g. Daytime phone number with area code:** \_\_\_\_\_

**Section 2: EMPLOYER INFORMATION** (List employer information, if any.)

**a. Business name:** \_\_\_\_\_

**b. Business address:**

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

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

**c. Business phone number with area code:** \_\_\_\_\_

**Section 3: SIGNATURE AFFIRMATION**

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 am actively commissioned as a West Virginia notary public in good standing; that I have carefully read the Out-of-State Commissioner for West Virginia law; and, if appointed and commissioned, I will perform faithfully, to the best of my ability, all commissioner acts in accordance with the law.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Continued on next page.*

**\*Important Legal Notice Regarding Signature:** Per West Virginia Code §31D-1-129. **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

**Important Note:** This form is a public document. Please **do NOT** provide any personal identifiable information on this form such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.

**IMPORTANT - BEFORE YOU SEND THIS APPLICATION, CHECK THE BOXES BELOW INDICATING YOU HAVE INCLUDED THE FOLLOWING ITEMS:**

1.  The completed, original **Application for Appointment as a Commissioner for West Virginia (Form CWV-1)**, *this application*.
  2.  **\*\$500.00 Nonrefundable Filing Fee.** The fee is nonrefundable, *provided*, that the Secretary of State shall have the authority to refund some or all of the application fee for denials resulting from good-faith mistakes made by applicants.
- ⇒ **Expedite Service** - Additional fee applies if requesting expedite service. Refer to the attached [Customer Order Request](#) form for additional fee.
- Payment Options -**
- **Check or Money Order:** *Make payable to West Virginia Secretary of State.*
  - **Credit Card:** You must complete and include the attached [e-Payment Authorization](#) form.
- ⇒ **An application missing any part of the above listed items cannot be accepted and will be immediately returned for corrections.**
- ⇒ **Only forms issued by the West Virginia Secretary of State's Office will be accepted.**
3.  Deliver all the above to one of the processing centers listed in the attached **Filing Submission Instructions**.

**INSTRUCTIONS FOR FILING THE APPLICATION FOR APPOINTMENT  
AS AN OUT-OF-STATE COMMISSIONER FOR WEST VIRGINIA**

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**\*\*\* IMPORTANT \*\*\*** You must **READ AND UNDERSTAND THE COMMISSIONER LAWS** as set forth in §39-4A ([enrolled Senate Bill 669](#)) of the West Virginia Code. The Secretary of State may deny, refuse to renew, revoke, suspend, or impose a condition on a commission for any act or omission that demonstrates the individual lacks the honesty, integrity, competence, or reliability to act as a commissioner. **CAREFULLY FOLLOW THE STEPS OUTLINED BELOW.**

- I. Complete all sections of this application.** If you omit any part or do not sign the application, the form will be returned to you as incomplete. Please type or print in ink.
- II.** Send the completed application and attached **Customer Order Request** form (include **e-Payment Authorization** if paying by credit card) to one of the office locations listed in the **Filing Submission Instructions** page attached to this application.
- III. YOU ARE NOT AUTHORIZED TO ACT AS A COMMISSIONER UNTIL ALL STEPS ARE COMPLETED AND YOU HAVE RECEIVED A CERTIFICATE OF APPOINTMENT.** If your application is approved, you will receive a letter containing further instructions. When you receive the letter, read it carefully and immediately follow the instructions as outlined in the letter. If you have questions or need further assistance, please call the Notary division at (304) 558-8000 or toll free at (866) 767-8683.

**Section 1: APPLICANT INFORMATION**

- a. Check the appropriate box indicating you are applying for your original 10-year appointment or your appointment renewal.
- b. Affirm that you are a current West Virginia notary public by entering your notary commission expiration date ('mm/dd/yyyy' format).
- c. Print your exact name as you will enter it when performing an act as commissioner. You do not need to include your middle name or middle initial unless that is how you want it to appear on your notary stamp.
- d. Enter your date of birth in 'mm/dd/yyyy' format.
- e. Enter your West Virginia legal residential address. The address must be a West Virginia address. Note: A notary can live outside of West Virginia if he/she works for a West Virginia company that is located in the state.
- f. Enter your e-mail address where business correspondence may be received by you.
- g. Enter your daytime phone number with area code.

**Section 2: EMPLOYER INFORMATION**

**Note:** If you are not a WV resident and cannot provide a WV residential address in Section 1e. above, your employer must be a WV resident employer pursuant to WV Code §39-4-20. If you are not employed, enter "N/A" in the spaces provided or draw a diagonal line through this section to mark it out.

- a. Enter the business name of your employer, if any.
- b. Enter the business address of your employer.
- c. Enter your employer's business phone number with area code.

**Section 3: SIGNATURE AFFIRMATION**

The applicant must sign the affirmation in the space provided exactly as the applicant entered his/her name in the "APPLICANT INFORMATION" section.

**SUBMIT COMPLETED APPLICATION WITH PAYMENT**

1. Follow the **FILING SUBMISSION INSTRUCTIONS** attached to this application to submit the above items for processing.
2. Complete the attached **CUSTOMER ORDER REQUEST** form. Choose standard processing or expedite service.
3. **Include the \$500.00 nonrefundable filing fee (plus the expedite filing fee if choosing expedite service).**

**\* \* \* \* NOTICE \* \* \* \***

Once your application has been approved, you will receive your Secretary of State appointment letter. The letter will provide the exact information you need on your commissioner seal. Check to ensure your Name, City and State information are correct as they appear on your Official Seal. If any corrections are needed please contact the Notary Division at (304) 558-8000. You must have your rubber stamp made with the information provided in the appointment letter.



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

**CUSTOMER ORDER REQUEST**

INCLUDE THIS FORM WITH YOUR FILING

Name of Business on Filing: \_\_\_\_\_

**Contact for Filing:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Order Description: Please Identify the type of filing or request being made.

**EXPEDITING SERVICE OPTIONS\***

- Standard (5-10 business days) - No additional cost
- In-Person Same Day -\$25 in addition to filing fee
- Next Business Day - \$25 in addition to filing fee
- 2 Hour - \$250 in addition to filing fee
- 1 Hour - \$500 in addition to filing fee

**Expediting Service is NOT AVAILABLE for:**

- Dissolutions / Withdrawals of Corporations, Voluntary Associations, or Business Trusts
- Credit Service Organization Registrations
- Trademark Filings
- Sole Proprietor / General Partnership Trade Names

\*Fees apply to each business. Time frame Indicates when the filing will be completed and registered in the Secretary of State database.

**Return Information:**

Method of Return:

- Hold for Pick Up
- Email: \_\_\_\_\_
- Specialty Carrier (Please provide return envelope & prepaid label)
- USPS Mail (standard)

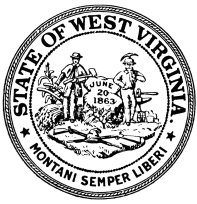
Attention: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Please Mail Filing to Any Secretary of State Hub Office**

<p><b>WV One Stop Business Center</b>          13 Kanawha Blvd. W.          Suite 201          Charleston, WV 25302</p>	<p><b>North Central WV Business Hub</b>          153 West Main Street          Suite G - Third Floor          Clarksburg, WV 26301</p>	<p><b>Eastern Panhandle Business Hub</b>          229 East Martin Street          Martinsburg, WV 25401</p>
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Secretary of State  
State Capitol Building  
Charleston, WV 25305  
Phone: (304) 558-6000  
Website: sos.wv.gov

# Next Business Day, 2-Hour, and 1-Hour Expedite Service Guidelines

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## NEXT BUSINESS DAY EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your **"24-HOUR EXPEDITE"** request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

**Time Constraints:** Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

## 2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

## 1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**