

Form N-5
Rev.07/2026

Email: notary@wvsos.gov

Notary ID#: _____

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.

**INSTRUCTIONS FOR FILING
NOTARY PUBLIC RESIGNATION**

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

- Section 1.** **Name of notary public filing resignation:** Print or type the full name of the notary public filing the resignation from his/her notary public commission duties.
- Section 2.** **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 3.** **Effective date of resignation as a West Virginia Notary Public:** Enter the actual date the notary public resigned, or will resign, from his/her duties as a West Virginia notary public. The date may be EARLIER THAN filing, the CURRENT DATE of filing, OR a FUTURE DATE of filing with the West Virginia Secretary of State. **The date entered will be recorded as the actual date of resignation with the West Virginia Secretary of State's Office.**
- Section 4.** **Contact Name and Signature Information:**
- Contact Name** – **PRINT** the contact name of the notary public filing the requested change(s).
 - Contact Phone** – Enter the phone number including the area code of the notary public filing the resignation.
 - Signature/Date** – The notary public filing the resignation 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