

**COMMISSIONER FOR WEST VIRGINIA  
STAMP SEAL**

Form CWV-2  
Rev. 6/7/2019

**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.)

**NO FEE TO FILE**

According to the provisions of W. Va. Code §39-4A-2(d) a stamped imprint of the seal of a commissioner, together with the official signature, shall be filed in the office of Secretary of State. Please acknowledge that you have read the statements below, sign where indicated and place a copy of your stamp on this form before returning. Returning this form will complete the registration process. No further correspondence will be sent. To verify receipt, check your status in the Notary database on the Secretary of State's web site at <http://apps.sos.wv.gov/business/notary/>.

**Check each statement below.**

- I have read and understand the requirements, powers, and prohibited acts of an out-of-state commissioner as contained in W. Va. Code §39-4A-1 et seq.
- I understand the differences between my notary commission and my appointment as an out-of-state commissioner.
- I understand that both my notary commission and out-of-state commissioner appointments must remain current and in good standing in order to perform acts contained in W. Va. Code §§39-4-1 et seq. and 39-4A-1 et seq.
- I understand that I can only use my out-of-state commissioner stamp when acknowledging documents outside of West Virginia for recordation in the state.
- I understand that my appointment as an out-of-state commissioner for West Virginia does not grant me any authority or exempt me from any statutory laws or rules in any other state.

***Place imprint of Commissioner Stamp below.***

\_\_\_\_\_  
**Signature of Commissioner**  
(exactly as it appears on stamp)

\_\_\_\_\_  
**Date**

Rev. 11/2022

## Filing Submission Instructions - Notary Division

### **IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORMS.**

Please follow the instructions included with the application. Failure to include any of the required information on the form may cause the filing to be rejected.

All forms may be downloaded from our web site [www.wvsos.gov](http://www.wvsos.gov).

**SUBMIT THE COMPLETED APPLICATION WITH THE CUSTOMER ORDER REQUEST FORM TO ONE OF THE OFFICES BELOW.**

**SUBMIT THE COMPLETED APPLICATION WITH THE CUSTOMER ORDER REQUEST FORM TO ONE OF THE OFFICES BELOW. CHOOSE EXPEDITED OR STANDARD PROCESSING SERVICE. IF NOT USING THE CUSTOMER ORDER REQUEST FORM AND YOU ARE REQUESTING EXPEDITED SERVICE, YOU MUST INCLUDE THE WORD "EXPEDITE" AND THE LEVEL OF EXPEDITED SERVICE BEING REQUESTED (24-HOUR, 2-HOUR OR 1-HOUR) IN YOUR CORRESPONDENCE. BE SURE TO INCLUDE THE CORRECT ADDITIONAL EXPEDITED FEE. THIS FEE IS IN ADDITION TO THE REGULAR FILING FEE (*SEE FEES BELOW*).**

### **CHOOSE ONE OF THE FOLLOWING PROCESSING SERVICES:**

**① EXPEDITED SERVICE (24-hour, 2-hour and 1-hour; \*Requires standard filing fee plus additional expedite fee, *see below*)**

<u>Expedite Service</u>	<u>*Fee</u>	<u>EXPEDITED SERVICE requests may be submitted by:</u>
24-Hour	\$ 25.00	- E-mail to <a href="mailto:notary@wvsos.gov">notary@wvsos.gov</a>
2-Hour	\$250.00	- Mail
1-Hour	\$500.00	- Fax
		- Walk in delivery

**② STANDARD PROCESSING (5-10 business days)**

<u>Standard filing fees apply.</u>	<u>STANDARD PROCESSING requests may be submitted by:</u>
	- E-mail to <a href="mailto:notary@wvsos.gov">notary@wvsos.gov</a>
	- Mail
	- Fax
	- Walk in delivery (drop off service only filed within 5-10 business days)

### **INCLUDE PAYMENT:**

Be sure to enclose the correct filing fee with your filing. If paying by credit card, be sure to include the [e-Payment Authorization form](#) with your filing. **Your filing will be rejected if the payment is not included or if the e-Payment Authorization form is not included if paying by credit card.**

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

Rev. 01/2023

## Customer Order Request - Notary

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.

**READ CAREFULLY BEFORE SUBMITTING** - Expedite service is **NOT AVAILABLE** for the following filings:

- >> Tax Department filings including Sole Proprietorships, General Partnerships, and Associations
- >> Dissolution or Withdrawal of Corporation, Voluntary Association or Business Trust

### Order Processing Requested\*:

### \*\*\* Expedite Processing Requires Additional Fees \*\*\*

Standard Processing\*\*

(Avg. processing turnaround  
5-10 business days)

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

24-HOUR Expedite\*\*\*

(additional \$25.00 fee included)

2-HOUR Expedite

(additional \$250.00 fee included)

1-HOUR Expedite

(additional \$500.00 fee included)

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

ALL Requests for Copies of documents email to: [Copies@wvsos.gov](mailto:Copies@wvsos.gov)

\*"Processing" indicates the filing will be completed and registered in the Secretary of State registration database.

\*\*Standard Processing applications received by E-MAIL or FAX must include the e-Payment Authorization form with credit card information.

\*\*\*NOTE: Orders filed in person through any Secretary of State office location requesting the filing be processed will be assessed a 24-HOUR Expedite fee of \$25.00 per order.

Name of Entity: \_\_\_\_\_

Return filing to:  
(Return Address) \_\_\_\_\_

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

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

**Return Delivery Options:** Email or Fax options do not receive a copy via mail; must be ordered separately.

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

Fax to: \_\_\_\_\_

Hold for Pick Up

Mail to Return Address above

FedEx: Acct # \_\_\_\_\_

Other (explain below):

UPS: Acct # \_\_\_\_\_

**Order Description** (include items being ordered and fee breakdown):

\* PLEASE NOTE: Original paperwork is kept by this office. Include a copy of the original filing if you want a file stamped copy returned to you at no extra charge.

Total Amount: \_\_\_\_\_

### Payment Method:

Check/Money Order

Credit Card

(Must attach [e-Payment Authorization](#) request form including payment information.)

Cash (*Do Not mail cash*)

Pre-paid Acct #: \_\_\_\_\_

Attach signed pre-paid slip.

## 24-hour, 2-hour and 1-hour Expedite Service Guidelines

**IMPORTANT:** To ensure expedited service, please mark “EXPEDITE” in a conspicuous place at the top of the service request. Please indicate method of delivery.

### **24-HOUR 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.**

# e-Payment Authorization

USE BLACK INK ONLY - DO NOT HIGHLIGHT

This document contains confidential financial information and will be properly shredded after payment has been processed by this office. Electronic storage of payment information is only permitted by signed authorization below which may be retracted at any time by written request by the authorized party.

Service Type:  Fax  E-mail  Mail

## Payment by Card *(card holder name and billing address required below)*

Card Type:  Visa  Mastercard  Discover  American Express

Credit Card Number:

V Code\*

\* 3-digit number on back of VISA, MasterCard and Discover cards.  
4-digit number on front right side of American Express card.

**NOTICE:** For security and verification purposes, all credit card payments must include the 3- or 4-digit CVV2 code (V Code) number located on the credit card. Failure to include this code will result in the rejection of your filing or service request.

Credit Card Expiration Date: Month:  Year:

**Amount to Charge Card:** USD \$

## Order Information *(required)*

Entity Name:

## Card Holder Information:

Name as it appears on the account

Billing Address

City  State  Zip Code

Telephone  Ext.

## Payment Authorization *(required)*

I authorize the Secretary of State to bill an amount not to exceed the following to be charged to the above listed account(s):

**X** \_\_\_\_\_ Date   
Authorized Signature

**Not to Exceed Amount:** USD \$