

**COMMISSIONER FOR WEST VIRGINIA
RECORDING LOST OR STOLEN SEAL**

Form CWV-4
Rev. 11/02/2022

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

FILE ONE ORIGINAL
(Two if you want a filed
stamped copy returned to you)

NO FEE

Notary ID#: _____

**** The undersigned agrees to conform with the Notary Laws as set forth in West Virginia Code §39-4-18(b) ****
as it pertains to commissioner name and/or address changes in West Virginia.

IMPORTANT - READ AND FOLLOW THE ATTACHED INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION TO AVOID IT BEING REJECTED AND RETURNED TO YOU FOR CORRECTION.

1. **Name of commissioner reporting**

LOST or STOLEN SEAL: _____

2. **Check the box** that applies to your situation: **LOST** seal **STOLEN** seal

3. **Date** you first realized your seal was **LOST or STOLEN:** _____
(MM/DD/YYYY)

4. **Address Information:** ||| Street: _____
(Enter the address recorded
on your commissioner seal.) ||| City: _____ State: _____ Zip: _____

5. **Provide a brief description of how the seal was lost or stolen** (add additional pages, if necessary):

6. **Contact Name and Signature Information:**

a. Contact Name (print): _____

b. Contact Phone (w/ area code): _____

c. **Signature:** _____ **Date:** _____
(MM/DD/YYYY)

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
COMMISSIONER FOR WEST VIRGINIA 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 commissioner reporting the LOST or STOLEN SEAL:** Enter the full name of the commissioner reporting the LOSS or THEFT of his/her commissioner seal.
- Section 2.** **Check the box that applies to your situation:** Check the appropriate box indicating the circumstance under which your commissioner 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 commissioner stamp/seal was LOST or STOLEN.
- Section 4.** **Address Information:** Enter the most recent address information (**Street, City, State and Zip Code**) for the commissioner 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 commissioner filing the requested change(s).
 - b. **Contact Phone** – Enter the phone number including the area code of the commissioner filing the requested change(s).
 - c. **Signature/Date** – The commissioner 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 commissioner 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
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