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8:30 a.m. – 5:00 p.m. ET

**FILE ONE ORIGINAL**  
(Two if you want a filed  
stamped copy returned to you)  
**FEE: \$15.00**

**STATEMENT OF AGENT OF  
PROCESS FOR UNINCORPORATED  
NON-PROFIT ASSOCIATION**

Control # \_\_\_\_\_

**\*\*\*\* The undersigned adopt the following Statement of Agent of Process for Unincorporated  
Non-Profit Association according to West Virginia Code [§36-11](#). \*\*\*\***

1. The **name of the Unincorporated Non-Profit Association** shall be: \_\_\_\_\_

2. The **principal office address** of the association will be:

located in the County of:

The mailing address of the association, if different, will be:

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

City/State/Zip: \_\_\_\_\_

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

Street/Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

3. The name and address of the **person to whom notice of process may be sent** in West Virginia is:

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

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

City/State/Zip: \_\_\_\_\_

4. **Contact name and number** of person to reach in case of problem with filing: (Optional, however, listing one may help to avoid a return or rejection of filing if there appears to be a problem with the document.)

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

**Business e-mail address**, if any: \_\_\_\_\_

5. **Acknowledgement and Signatures\*** (This statement must be signed and acknowledged by a person authorized to manage the affairs of an unincorporated non-profit association. The statement must also be signed by the person appointed as agent in item #3 above, who thereby accepts the appointment.):

**Signature of Applicant** (authorized to act on behalf of the association): \_\_\_\_\_

**Signature of Appointed Agent:** \_\_\_\_\_

**\*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.

**CHARITABLE REGISTRATION:** If your company receives contributions, donations or grants, registration as a charitable organization may be required. Contact our office for more information or visit our website at [www.wvsos.com](http://www.wvsos.com).

**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.