West Virginia Secretary of State
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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:

   Street: _____

   City/State/Zip: _____

   located in the County of:

   County: _____

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

   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.

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.