
**STATE OF WEST VIRGINIA
SECRETARY OF STATE**

Notary Public Surety Bond

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

That we, 1) _____ as Principal, and
2) _____, a corporation with authority to
do business in the State of West Virginia, as surety, are firmly bound unto the **Secretary of State** of the State of West
Virginia, in the just and full sum of **One Thousand Dollars** (\$1,000), for which payment we bind ourselves and our legal
representatives and successors, jointly and severally.

WHEREAS, the principal has filed an application with the Secretary of State to be appointed a Notary Public for West
Virginia, in accordance with Chapter 39, Article 4, Section 20 of the Code of West Virginia and rules of the Secretary of
State promulgated thereunder, which are hereby made an express part of this bond.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is that if the said Principal shall faithfully and
honestly discharge the duties of said office, and accounts for pay over, as required by law, all moneys which may come into
his/her possession by virtue of the said office, then this obligation shall be void; otherwise, it shall remain in full force and
effect.

The premium for which this bond is written is 3) _____ dollars (\$_____).

This bond is effective from 4) _____ day of _____, 20____, to the 5) _____ day of
_____, 20____,

IN WITNESS WHEREOF the Principal and Surety have executed this instrument the 6) _____ day of
_____, 20____.

7) _____
Principal

9) _____
Surety Corporation

Complete Address of Principal

Address of Surety Corporation

Telephone Number of Principal

Phone Number of Surety Corporation

8) _____
Signature of Principal

10) _____
Signature of Surety

11) Embossed
Surety Seal



Acknowledgment by Principal

- 12) State of _____)
 - 13) County of _____), to-wit:
 - 14) I, _____, a Notary Public in and for the county
 - 15) and state aforesaid, do certify that _____, whose name is signed to the writing above or hereto annexed, has this day acknowledged the same before me in my said county.
 - 16) Given under my hand this _____ day of _____, 20 _____.
 - 17) _____ Notary Public
 - 18) Notary Seal
 - 19) My Commission Expires _____.
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Acknowledgment for Surety

- 20) State of _____)
 - 21) County of _____), to-wit:
 - 22) I, _____, a Notary Public in and for the county
 - 23) and state aforesaid, do hereby certify that _____, who, as
 - 24) _____, signed the writing above or hereto annexed, for
 - 25) _____, a corporation, has this day, in my said county before me, acknowledged the said writing to be the act and deed of said corporation.
 - 26) Given under my hand this _____ day of _____, 20 _____.
 - 27) _____ Notary Public
 - 28) Notary Seal
 - 29) My Commission Expires _____.
-

Approved as to sufficiency of form and manner of execution this
 _____ day of _____, 20 _____.

Patrick Morrissey, Attorney General of the State of West Virginia

By: _____
 Chief Counsel

Bond Instructions

Line:

1. Enter the name of the Principal to be covered by the bond.
2. Enter the name of the Surety company issuing the bond.
3. Enter the amount of the premium paid to surety
4. Enter the beginning date of the bond.
5. Enter the ending date of the bond.
6. Enter the bearing date of the bond, also known as the execution date of the bond.
7. Enter the complete name, address and telephone number of the Principal to be covered by the bond.
8. The Principal must sign. Note the signature must be an original.
9. Enter the complete name, address and telephone number of the Surety company issuing the bond.
10. The Surety must sign. Note the signature must be the original signature of the officer or person having Power of Attorney to bind the Surety.
11. Affix the embossed corporate seal of the Surety.

Section to be completed by the Notary Public acknowledging the signature of the Principal

12. Enter the name of the state.
13. Enter the name of the county.
14. Enter the name of the Notary Public witnessing the transaction.
15. Enter the name of the Principal covered by the bond.
16. Notary must enter the date the bond was witnessed.
17. Notary must sign here.
18. Attach notary seal.
19. Notary enters his/her commission expiration date.

Section to be completed by the Notary Public acknowledging the signature of the Surety

20. Enter the name of the state.
21. Enter the name of the county.
22. Enter the name of the Notary Public witnessing the transaction.
23. Enter the name of the person binding the Surety.
24. Enter title of the person binding the Surety.
25. Enter name of the Surety.
26. Notary must enter the date the bond was witnessed.
27. Notary must sign here.
28. Attach notary seal.
29. Notary enters his/her commission expiration date.

POWER OF ATTORNEY INSTRUCTIONS

A Power of Attorney for the Surety must be attached. It must be in full force and effect on the execution date indicated on the front page of the bond (Line 5). The **embossed** surety seal must also be affixed to the Power of Attorney.

Power of Attorney must contain....

- Name of Attorney-in-fact.
- The Power of Attorney may not exceed imposed limitations.
- The Certificate date should be the bond execution date.
- The signature of the authorized official. The signature may be a facsimile.
- An embossed seal.