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Secretary of State
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Bldg 1, Suite 157-K
Charleston, WV 25305



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**FILE ONE ORIGINAL
NO FEE**

**WEST VIRGINIA
E-NOTARIZATION
AUTHORIZATION**

Office Hours: Monday – Friday
8:30 a.m. – 5:00 p.m. ET

Notary ID#: _____

Effective **July 1, 2014**, the West Virginia Legislature enacted **electronic notary legislation** pursuant to West Virginia Code [§39-4](#), allowing electronic notarization to be applied to a document so that the document can be fully processed electronically. **Physical presence of a person whose signature is being notarized is still required by law.** Before performing electronic notarial acts, a notary public must register, or in the case of a recommission, reregister the capability to notarize electronically with the Secretary of State.

Note: Applicant must be currently registered as an active West Virginia Notary and have the capability to notarize electronically **before** requesting authorization to perform electronic notarizations.

APPLICANT INFORMATION (Please type or print in ink. Name must be the same as you are currently commissioned with.)

First Name Last Name Middle Name or Initial (only if commissioned w/ it)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone (w/ Area Code): _____ Business Phone (w/ Area Code): _____

Notary Public Commission Expiration Date: _____

Notary Public's E-mail Address: _____

VENDOR INFORMATION

Name of Vendor providing electronic seal: _____

Vendor Address: _____
City State Zip Code

Vendor Telephone Number (w/ Area Code): _____

Vendor description of any required instructions to allow signature to be read: _____

If your Vendor is listed as an approved Vendor on the West Virginia Secretary of State's website (www.wvsos.com), you do not need to answer items #1. or #2. below.

1. Vendor description of technology used for electronic signature, certificate and seal: _____

2. Vendor description of any revocations, annulments or premature terminations due to your misuse or compromise of the device: _____

Date applicant entered into agreement with vendor providing e-notary service*: _____

***Note:** This is the date you and the vendor entered into agreement to use their electronic notarization service. If and when your agreement with the vendor ends, you must secure a new vendor and submit a new e-notarization application through the Secretary of State's Office before performing electronic notarial acts.

AFFIDAVIT OF APPLICANT

I, _____ {printed name of applicant}, solemnly swear or affirm, under penalty of perjury, that the answers to all questions in this application are true, complete, and correct; that I have carefully read the notaries public law of West Virginia. I understand that any falsifications may result in denial of approval of requested authorization.

APPLICANT SIGN HERE → X _____

State of _____

County of _____

Signed and sworn to (or affirmed) before me on _____ {date} by
_____ {name of individual making statement}.

X _____ {Signature of notarial officer}



Notary Stamp

Title of office: _____

My commission expires: _____

**INSTRUCTONS FOR FILING THE
APPLICATION FOR E-NOTARIZATION AUTHORIZATION**

*** **IMPORTANT** *** Be sure to **READ AND UNDERSTAND THE NOTARY LAW AS IT PERTAINS TO ELECTRONIC NOTARIAL ACTS (E-NOTARIZATION)** as set forth in **§39-4-2** and **§39-4-19** of the West Virginia Code. **CAREFULLY FOLLOW THE STEPS OUTLINED BELOW.**

YOU ARE NOT AUTHORIZED TO PERFORM ELECTRONIC NOTARIAL ACTS (E-NOTARIZATION) UNTIL THIS AUTHORIZATION APPLICATION IS FILED WITH THE SECRETARY OF STATE AND YOU HAVE RECEIVED THE SECRETARY OF STATE LETTER OF AUTHORIZATION APPROVING YOUR REGISTRATION. If you have questions or need further assistance completing the application, please call the Notary division at (304) 558-8000 or toll free at (877) 826-2954.

APPLICANT INFORMATION (*Please type or print in ink.* Name must be the same as you are currently commissioned with.)

1. To obtain the authorization to perform electronic notarizations, you must complete the attached application for E-Notarization Authorization (Form N-2) approval. **Note: Applicant must be currently registered as an active West Virginia Notary and have the capability to notarize electronically before requesting authorization to perform electronic notarizations.**
2. All the information in this section must be completed in its entirety.

VENDOR INFORMATION

- Enter all vendor information as required in this section. “Vendor” refers to the vendor providing your electronic notary seal.
- *If your Vendor is listed as an approved Vendor on the West Virginia Secretary of State’s website (www.wvsos.com), you do not need to answer items #1. or #2. below.*
 1. Vendor description of technology used for electronic signature, certificate and seal:
 2. Vendor description of any revocations, annulments or premature terminations due to your misuse or compromise of the device:
- **Date applicant entered into agreement with vendor providing e-notary service*:** Enter the date you and the vendor entered into agreement to use their electronic notarization service. If and when your agreement with the vendor ends, you must secure a new vendor and submit a new e-notarization application through the Secretary of State’s Office before performing electronic notarial acts.

AFFIDAVIT OF APPLICANT

The applicant must sign the oath in the space provided in the presence of the qualified person administering the oath exactly as the applicant entered her/his name in the “APPLICANT INFORMATION” section of the application.

FILING THE COMPLETED APPLICATION:

- ❖ Return the application to the address below (**NO FEE** required to file):

Mail to: West Virginia Secretary of State
Notary Administrator
1900 Kanawha Blvd., East
Bldg. 1, Suite 157-K
Charleston, WV 25305

- ❖ **Upon acceptance and processing of this application, you will receive an E-Notarization Authorization letter of approval from the Office of the Secretary of State authorizing you to perform electronic notarizations.**

TEXT ALERTS: Stay up-to-date regarding filing deadlines and changes to business, charity, notary, private investigation, and security guard laws. To sign up, go to www.wvsos.com and click on the **Business and Licensing** category link. On the **Business and Licensing** page, scroll down and click on the [Click Here To Sign Up For Text Alerts From The West Virginia Secretary Of State’s Office](#) link. Next, under the heading, “Choose SMS Subscription,” click the down arrow and select “Business and Licensing.” Then enter your ten-digit mobile phone number and your cellular carrier. Click *Subscribe*. This will allow you to get important information delivered right to your mobile phone. Please note, standard text messaging rates apply and you may unsubscribe at any time.