

Natalie E. Tennant
Secretary of State
1900 Kanawha Blvd E
Bldg. 1, Suite 157-K
Charleston, WV 25305



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

NOTARY PUBLIC
NAME AND/OR ADDRESS
CHANGE

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

NO FEE

Notary ID#: _____

*** The undersigned agrees to conform with the Notary Laws as set forth in West Virginia Code [§39-4-22](#) ***
as it pertains to notarial name and/or address changes in West Virginia
NOT LATER THAN thirty days (30) days AFTER the change(s) are made.

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 notary public** filing the change(s): _____

2. **Name Change** (if applicable):

a. Previous Name _____

b. New Name _____

3. **Address Change** (if applicable):

a. Previous Address ||| Street: _____
City: _____ State: _____ Zip: _____

b. New Address ||| Street: _____
City: _____ State: _____ Zip: _____

4. **Contact Name and Signature Information** (NOTE: We will accept an electronic signature. An original signature is not required.):

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
NOTARY PUBLIC NAME AND/OR ADDRESS CHANGE**

Complete all the sections of the application in accordance with West Virginia Code [§39-4-22](#) and return to the address below for filing with the West Virginia Secretary of State. The change(s) must be recorded with the Secretary of State NOT LATER THAN thirty days (30) days AFTER the change(s) are made.

Section 1. Name of notary public filing the change(s): Enter the full name of the notary public filing the requested change(s).

Section 2. Name change:
a. **Previous Name** – Enter the previous (old) name of the notary public as it was previously registered with West Virginia Secretary of State.
b. **New Name** – Enter the new name of the notary public as it has been legally registered with the state.

Section 3. Address change:
a. **Previous address** – Enter the previous address information (Street, City, State and Zip Code) as it was previously registered with West Virginia Secretary of State.
b. **New address** – Enter the new address information (Street, City, State and Zip Code) to be updated with the West Virginia Secretary of State.

Section 4. Contact Name and Signature Information:
a. **Contact Name** – **PRINT** the contact name of the notary public filing the requested change(s).
b. **Contact Phone** – Enter the phone number including the area code of the notary public filing the requested change(s).
c. **Signature/Date** – The notary public requesting the change(s) must SIGN and DATE the application. We will accept an electronic signature. Original signature is not required. **If the application is NOT signed/dated, the application will be rejected and returned to the notary public for correction.**

FILING THE COMPLETED APPLICATION:

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

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

***** **IMPORTANT** *****

BEFORE ORDERING YOUR NEW RUBBER STAMP YOU MUST...

- 1. SUBMIT THIS APPLICATION TO SECRETARY OF STATE TO PROCESS THE NEW NAME AND/OR ADDRESS CHANGE INFORMATION.**
- 2. WAIT TO RECEIVE WRITTEN CONFIRMATION OF THE CHANGE(S) PROCESSED BY OUR OFFICE REQUIRING YOU TO VERIFY THE CHANGE(S) FOR YOUR NEW NOTARY SEAL RUBBER STAMP.**
- 3. IF THE NEW NOTARY SEAL INFORMATION IS CORRECT, AS EVIDENCED IN YOUR CONFIRMATION LETTER, YOU MAY ORDER YOUR NEW RUBBER SEAL STAMP.**
- 4. IF THE INFORMATION IS INCORRECT, YOU MUST CONTACT OUR OFFICE TO MAKE THE NECESSARY CORRECTIONS. WE WILL PROCESS THE NECESSARY CORRECTIONS AND ISSUE ANOTHER CONFIRMATION LETTER TO YOU FOR YOUR VERIFICATION. YOU MAY ONLY PROCEED WITH ORDERING YOUR NEW NOTARY SEAL RUBBER STAMP ONCE YOU HAVE VERIFIED ALL THE INFORMATION ON YOUR NEW STAMP SEAL IS CORRECT.**