

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



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Business & Licensing Division
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Website: www.wvsos.com
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FILE ONE ORIGINAL
(Two if you want a filed
stamped copy returned to you)

**NOTARY PUBLIC
RECORDING LOST OR
STOLEN SEAL**

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 [§39-4-18\(b\)](#) ****
as it pertains to notarial name and/or address changes in West Virginia

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 reporting LOST or STOLEN SEAL:** _____
2. **Check the box that applies to your situation:** **LOST** seal **STOLEN** seal
3. **Date you first realized your seal was LOST or STOLEN:** _____
(MM/DD/YYYY)
4. **Address Information:** || Street: _____
(Enter the address recorded || City: _____ State: _____ Zip: _____
on your notary seal.)
5. **Provide a brief description of how the seal was lost or stolen** (add additional pages, if necessary):

6. **Contact Name and Signature Information:**
 - 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 RECORDING LOST OR STOLEN SEAL**

Complete all the sections of the application in accordance with West Virginia Code [§39-4-18\(b\)](#) and return to the address below for filing with the West Virginia Secretary of State.

- Section 1.** **Name of notary public reporting the LOST or STOLEN SEAL:** Enter the full name of the notary public reporting the LOSS or THEFT of his/her notary seal.
- Section 2.** **Check the box that applies to your situation:** Check the appropriate box indicating the circumstance under which your notary seal became LOST or STOLEN.
- Section 3.** **Date you first realized your seal was LOST or STOLEN:** Enter the date (MM/DD/YYYY) you first realized your notary stamp/seal was LOST or STOLEN.
- Section 4.** **Address Information:** Enter the most recent address information (**Street, City, State and Zip Code**) for the notary public as recorded with the West Virginia Secretary of State.
- Section 5.** **Provide a brief description of how the seal was lost or stolen:** Briefly describe how the stamp/seal was lost or stolen. Attach additional page(s), if necessary.
- Section 6.** **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. **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):**

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Notary Division
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Charleston, WV 25305