



Secretary of State
Bldg. 1, Suite 157-K
1900 Kanawha Blvd. East
Charleston, WV 25305-0770

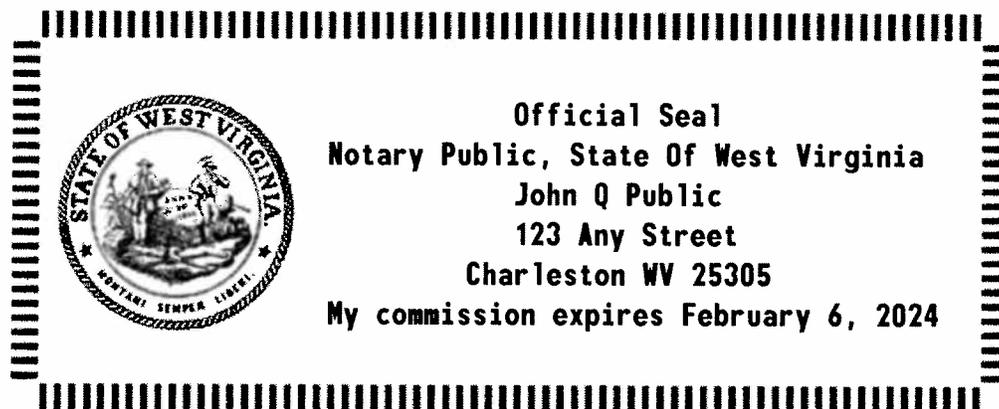
Natalie E. Tennant
Secretary Of State
State Of West Virginia

Phone: 304-558-6000
866-767-8683
Visit us online:
www.wvsos.com

John Q Public
123 Any Street
Charleston West Virginia 25305

Thursday, January 23, 2014

Congratulations on your appointment as a notary public in the State of West Virginia. Before notarizing any documents you must obtain a rubber stamp. Below is the exact information that should appear on the stamp.



If you find any errors, please contact our office before having your stamp made. Please make sure that the stamp is rectangular in shape, no larger than 1 x 2 1/2 inches in size, and has a milled or serrated edge border.

After your stamp is made, please check it to make sure that all the information is correct.

Again, you cannot notarize any documents until you have received your stamp. Also, please visit our website at www.wvsos.com and in the notary section you will find the Notary Handbook. This guide will help you understand the duties of a notary public and the requirements of the law. It will also tell you what to avoid. As a notary public, you may be held liable for misconduct or impropriety. So, it is important that you understand the law and the proper procedures to follow when notarizing a document.

Thank you for choosing to serve the people of West Virginia as a notary public.

Sincerely,

Natalie E. Tennant
Secretary Of State

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