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, WV 25305

We received your application to become a notary public and have recommended its approval to the Governor. No bond is required, so the first thing you need to do is order a rubber stamp. Below is the exact information that should appear on your stamp:

Official Seal
Notary Public, State Of West Virginia
John Q. Public
123 Any Street
Charleston, WV 25305
My commission expires March 13, 2022

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. Make an impression of your stamp at the bottom of this letter and send it to us. After we receive the imprint, we will mail your certificate so that you may begin notarizing documents. You may not notarize any document until you receive your certificate. The notary handbook can be accessed online to assist you with your notary work.

Thank you for your interest in becoming a notary public for the state of West Virginia.
Sincerely,

Natalie E. Tennant

Natalie E. Tennant
Secretary Of State

Tuesday, February 28, 2012

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