

West Virginia Secretary of State  
1900 Kanawha Blvd., E  
Bldg. 1, Suite 157-K  
Charleston, WV 25305  
Monday- Friday, 8:30 – 5 EST



Notary Division  
Tel: (304) 558-8000  
Fax: (304) 558-8381  
Website: [www.wvsos.gov](http://www.wvsos.gov)  
Email: [notary@wvsos.gov](mailto:notary@wvsos.gov)

June 7, 2019

John Doe  
123 Main Street  
Charleston, WV 25301

Your application to become an out-of-state commissioner for West Virginia has been approved by the Secretary of State's Office. Enclosed is your certificate appointing you as an Out-of-State Commissioner for West Virginia. The certificate notes your appointment date.

You will need to order a rubber stamp. The vendor you choose to make your commissioner stamp will need to have a copy of this letter in order to make the stamp. Below is the exact information that should appear on your stamp.



Please review the above information for any errors. If you find any errors please contact our office **BEFORE** having your stamp made. Please make sure that the stamp has a border and is no more than 1 x 2 ½ inches in size.

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

Remember, READ THE OUT-OF-STATE COMMISSIONERS LAWS. By being a commissioner, you are entrusted with a great responsibility for ensuring that signatures are valid on the documents you will be acknowledging, and that the commissioner act you perform is done according to the commissioner laws set forth in West Virginia Code §39-4A ([Senate Bill 669](#)).

Failure to provide a proper commissioner acknowledgement on documents is a violation of the commissioner code and may result in having your commissioner appointment denied, refused to renew, revoked, suspended, or conditioned. For any questions, contact the Notary Division at 304-558-8000 or [notary@wvsos.gov](mailto:notary@wvsos.gov).

Sincerely,  
Notary Division