

**APOSTILLE AND CERTIFICATION
REQUEST**
Form AC-1
Rev. 8/2018



West Virginia Secretary of State
Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

FILING FEE: \$10 for the first document
\$5 for each additional document

Below are a list of requirements, and information needed to complete the authentication request.
Please read the following carefully to ensure proper processing of your documents.

Please complete this form and return it with your document and proper fee (\$10 for the first document, \$5 for each additional document.)

- 1) Make check or money order for the exact amount of the service payable to: **WV Secretary of State**.
- 2) Notary statement information must be complete. Please see the notary information on our Authentication of Documents web page to see [examples of notary acknowledgment statements](#) that must accompany a notarization.

Please complete the information below regarding your authentication request:

Name of person or company requesting: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Destination of Document (Country to be used): _____

Number of Documents: _____ Fee Enclosed: _____

Signature: _____ Date: _____

If you have any further questions you may contact our office toll free at: 1-866-767-8683.

IMPORTANT: If you would like the document(s) returned to you any way other than by regular USPS mail, please enclose a prepaid envelope.

Submit the completed form, the document(s) to be authenticated and proper fee to:

West Virginia Secretary of State
Business & Licensing Division
1900 Kanawha Blvd. East
Bldg. 1, Ste. 157-K
Charleston, WV 25305

Office Hours: Monday - Friday
7:30 a.m. to 5:00 p.m.