



AMERICAN SOCIETY OF NOTARIES

WEST VIRGINIA

RECORDBOOK—NOT REQUIRED

State-Specific Recordbook Requirements - Revised November 2009

ASN recommends that ALL notaries use a recordbook of notarial acts. Notaries in several states are required to use a recordbook (also called a register or journal). Please review the following statutes as your state either requires the use of a recordbook OR has specific guidelines you must adhere to if you choose to use a recordbook (if not required by state law). You may print this document for your records.

CHAPTER 29C. UNIFORM NOTARY ACT—ARTICLE 4. DUTIES.

PART III. FEES.

PART IV. TERMINATION OF COMMISSION.

§29C-4-301. Maximum fees.

The maximum fee in this state for notarization of each signature and the proper recordation thereof in the journal of notarial acts is \$2.00 for each signature notarized.

- (a) The maximum fee in this state for certification of a facsimile of a document, retaining a facsimile in the notary's file, and the proper recordation thereof in the journal of notarial acts is two dollars for each eight and one-half by eleven inch page retained in the notary's file.
- (b) The maximum fee in this state is two dollars for any other notarial act performed.
- (c) A notary public who charges more than the maximum fees specified is guilty of official misconduct.

§29C-6-204. Wrongful possession.

Any person who unlawfully possesses a notary's official seal or any papers or copies relating to notarial acts, is guilty of a misdemeanor, and, upon conviction, shall be fined not more than one thousand dollars.

§29C-4-401. Death.

If a notary public dies during the term of his appointment, his heirs or personal representative, as soon as reasonably possible after the notary's death, shall send by certified mail or deliver to the secretary of state the deceased notary's papers and copies relating to his notarial acts. His heirs or personal representative shall destroy forthwith his official seal.

§29C-4-402. Resignation or removal.

If a notary public no longer desires to be a notary public or has ceased to have a business or residence address in this state, he shall send forthwith by certified mail or deliver to the secretary of state a letter of resignation and all papers and copies relating to his notarial acts. He shall destroy forthwith his official seal. His commission shall thereupon cease to be in effect.

§29C-4-403. Revocation of commission.

Immediately after receiving notice from the secretary of state that his commission has been revoked, the person whose commission is revoked shall forthwith send by certified mail or deliver to the secretary of state all papers and copies relating to his notarial acts. He shall destroy forthwith his official seal.

§29C-4-404. Failure to be reappointed.

A notary public who is not reappointed to act as a notary public within thirty days after the expiration of his commission shall send forthwith by certified mail or deliver to the secretary of state all papers and copies relating to his notarial acts. He shall destroy forthwith his official seal.