

BOND INSTRUCTIONS

1. IF THE PRINCIPAL IS AN INDIVIDUAL OR PARTNERSHIP:
 - a. Complete the bond, lines 1 through 14.
 - b. Have Notary complete the applicable section of acknowledgement titled, **ACKNOWLEDGEMENT BY PRINCIPAL IF AN INDIVIDUAL OR PARTNERSHIP**, on the back of the bond.

2. IF THE PRINCIPAL IS A CORPORATION:
 - a. Complete the bond, lines 1 through 14.
 - b. Have Notary complete applicable section of acknowledgement titled, **ACKNOWLEDGEMENT BY PRINCIPAL IF A CORPORATION**, on the back of the bond.
 - c. Make sure there is a raised corporate seal on the front of the bond.

3. SURETY:
 - a. Complete applicable part of bond.
 - b. Have Notary complete applicable section of acknowledgement titled, **ACKNOWLEDGEMENT BY SURETY**, on the back of the bond.
 - c. Make sure there is a raised Surety Seal on the front of the bond and on the Power of Attorney.

4. LINE NUMBER INSTRUCTIONS:
 1. Enter the name of the Principal, specify individual, partnership or corporation to be covered by bond.
 2. Enter the address of the Principal.
 3. Enter the name of the Surety Company issuing the bond.
 4. Enter the address of the Surety Company issuing the bond.
 5. Enter the amount of the bond.
 6. Enter the amount of the premium paid to surety.
 7. Enter the effective dates of the bond.
 8. Enter bearing date of bond, also known as the execution date of bond.
 9. Enter name of Principal covered by bond.
 10. If the principal is an individual, please sign. If the principal is a corporation, the president or vice-president must sign bond and underline the appropriate title. If the bond is to be signed by someone other than the president or vice-president, attach a copy of the corporate resolutions showing authorization of the individual to bind the corporation.
 11. If the principal is a corporation, be sure to attach the corporate seal. If the principal has not adopted a seal, one may be drawn by printing the word "SEAL" and circling it.
 12. Enter the name of the Surety.

13. Attach signature and the title of the person have Power of Attorney to bind the surety.
14. Attach the corporate seal of the surety.
15. If the surety's agent is not a resident of West Virginia, the bond must be countersigned by a West Virginia resident agent.

ACKNOWLEDGEMENT PREPARATION INSTRUCTIONS

1. If the principal is an individual or partnership, have a notary complete lines 16 through 23.
2. If the principal is a corporation, have a notary complete lines 25 through 35.
3. The Surety must have a notary complete lines 34 through 43.
4. NOTARIES MUST:

A. ACKNOWLEDGEMENT BY PRINCIPAL IF AN INDIVIDUAL

16. Enter the name of the State.
17. Enter the name of the County.
18. Enter the name of the Notary Public witnessing the transaction.
19. Enter the name of the principal covered by the bond if an individual or partnership.
20. Notary must enter the date the bond was witnessed. It must not be a date before the execution date of the bond.
21. Attach the Notary Seal. If the notary is located outside of the State of West Virginia, the seal must be attached.
22. Notary signs here.
23. Notary enters his/her commission date.

B. ACKNOWLEDGEMENT BY PRINCIPAL IF A CORPORATION

24. Enter the name of the State.
25. Enter the name of the County.
26. Enter the name of the Notary Public witnessing the transaction.
27. Enter the name of the Corporation Officer signing the bond.
28. Enter the title of the officer signing the bond.
29. Enter the name of the Company or Corporation.
30. Notary must enter the date the bond was witnessed.
31. Attach notary seal. If notary is located outside the State of West Virginia, the notary seal must be attached.
32. Notary signs here.
33. Notary enters his/her commission date.

C. ACKNOWLEDGEMENT BY SURETY

34. Enter the name of the State.
35. Enter the name of the County.
36. Enter the name of the Notary Public witnessing the transaction.

37. Enter the name of the person having the power of attorney to bind the surety company.
38. Enter the title of the person binding the Surety Co.
39. Enter the name of the Insurance Company (Surety).
40. The Notary enters the date the bond was witnessed. The date must not be prior to execution date of bond.
41. Attach notary seal. If the notary is located outside the State of West Virginia, the seal must be attached.
42. Notary signs here.
43. Notary enters his/her commission date.

POWER OF ATTORNEY INSTRUCTIONS

A Power of Attorney for the Surety must be attached. It must show that it was in full force and effect on the execution date indicated on the front page of the bond. The corporate seal must also be affixed to the Power of Attorney.

- a. Name of attorney in fact must be listed, if attorney is not a WV resident, the bond must be countersigned by a WV resident.
- b. The Power of Attorney may not exceed imposed limitations.
- c. The certificate date, preferably the execution date of the bond, but no earlier than the execution date, must be entered.
- d. The signature of the authorizing official must be affixed. The signature may be a facsimile.
- e. A raised seal must be attached.

WEST VIRGINIA SECRETARY OF STATE

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, (1) _____ of (2) _____, as Principal, and (3) _____, a corporation authorized to do business in the State of West Virginia, as Surety, are firmly bound unto the State of West Virginia in the sum of \$2500, for which payment we bind ourselves and our legal representatives and successors, jointly and severally.

(4) _____ (5) _____

WHEREAS, the principal has filed an application with the Secretary of State for a license to engage in the business of Private Detective or Investigator or the business of Watch, Guard or Patrol Agency;

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is that if the principal shall faithfully and honestly conduct the business for which the application is filed and license certificate issued, then this obligation shall be void; otherwise, it shall remain in full force and effect.

This Bond is executed pursuant to the provisions of Chapter 30, Article 18, of the Official Code of West Virginia, and rules of the Secretary of State promulgated thereunder, which are hereby made an express part of this bond.

The premium for which this Bond is written is (6) _____ dollars ("" " "").

This Bond is to cover all claims on account of the issuance of the license to the principal for the full term thereof. This Bond shall be effective from the (7) _____ day of _____, _____, to the _____ day of _____, _____.

IN WITNESS WHEREOF the principal and surety have executed this instrument this (8) _____ day of _____, _____.

Principal (9) _____ (Seal)
(Principal)

(11) Corporate Seal

(Seal)

Surety

(10) By: _____
Title (Must be President or V-Pres.)

(12) _____ (Seal)
Surety

(14) Corporate Seal

(13) _____

(15) Countersigned:

(Resident West Virginia Agent)

(ACKNOWLEDGMENT BY PRINCIPAL IF INDIVIDUAL)

(16) State of _____ (17) County of _____

(18) I, _____ a Notary Public in and for the county, (19) and state aforesaid, do hereby certify that "_____" whose name is signed to the foregoing writing, has this day, acknowledged same before me in my said county.

(20) Given under my hand this the ____ day of _____, aaa_____.

(21) Notary Seal (22) _____

(23) My commission expires on the ____ day of _____, _____.

(ACKNOWLEDGEMENT BY PRINCIPAL IF CORPORATION)

(24) State of _____ (25) County of _____

(26) I, _____, a Notary Public in and for the county, (27) and state aforesaid, do hereby certify that _____ who, as (28) _____, signed the foregoing writing for (29) _____, a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.

(30) Given under my hand this the ____ day of "aaaaaaaaaaaaa,"_aa_____.

(31) Notary Seal (32) _____

(33) My commission expires on the ____ day of _____aaaaa_, _____.

(ACKNOWLEDGMENT FOR SURETY)

(34) State of _____ (35) County of _____

(36) I, _____, a Notary Public in and for the county, (37) and state aforesaid, do hereby certify that _____ who, as (38) _____ "_____", signed the foregoing writing for (39) _____ ""_____", a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.

(40) Given under my hand this ___ day of aaaaaaaaaaaaaaaaaa , _____.

(41) Notary Seal (42) _____

(43) My commission expires on the ___ day of aaaaaaaaaaaaaa, _____.

SUFFICIENCY IN FORM AND MANNER OF EXECUTION APPROVED

Attorney General:

By: _____ Dated this _____ day of aaaaaaa_aaaa_, _____.

