

WEST VIRGINIA CODE: §36-11-10

§36-11-10. Appointment of agent to receive service of process.

- (a) A nonprofit association shall file in the office of the Secretary of State a statement appointing an agent authorized to receive service of process.
- (b) A statement appointing an agent must set forth:
 - (1) The name of the nonprofit association;
 - (2) The address in this state, including the street address, if any, of the nonprofit association, or, if the nonprofit association does not have an address in this state, its address out of state; and
 - (3) The name of the person in this state authorized to receive service of process and the person's address, including the street address, in this state.
- (c) A statement appointing an agent must be signed and acknowledged by a person authorized to manage the affairs of a nonprofit association. The statement must also be signed and acknowledged by the person appointed agent, who thereby accepts the appointment. The appointed agent may resign by filing a resignation in the office of the Secretary of State and giving notice to the nonprofit association.
- (d) A filing officer may collect a fee for filing a statement appointing an agent to receive service of process, an amendment, or a resignation in the amount charged for filing similar documents.
- (e) An amendment to a statement appointing an agent to receive service of process must meet the requirements for execution of an original statement.