



COMMONWEALTH of VIRGINIA
Office of the Governor

Kelly Thomasson
Secretary of the Commonwealth

April 16, 2020

Dear Clerk,

I know this is a difficult time for everyone and your operations are being impacted at many levels. In the face of COVID-19, I appreciate your continued service to your constituents and your assistance with Notary Public commissions.

Last month, we wrote to you asking that you please extend the pickup date for commissions printed in January/February until May 1, in order to delay non-essential/non-emergency visits to your courthouses.

Due to the ongoing public health crisis and the current stay-at-home order, we are asking that you further extend the pickup date for commissions until June 19. This will give many non-essential notaries the opportunity to delay visiting your courthouse. We are also delaying printing commissions and plan to send those out every 2-3 weeks instead of weekly.

While this delay should significantly cut down on traffic through your office, I would also ask your assistance in continuing to provide opportunities for notaries to pick up commissions during the next two months if necessary. While operations have slowed down for many industries, we have seen an increase in the need for Notary services and have heard from many notaries, attorneys, and businesses with urgent need for notarizations, as there has been a significant uptick in individuals signing wills and making changes to financial documents.

I have spoken to some Clerks who have indicated that even if your office is generally closed to constituents that you are willing to make accommodations on a case-by-case basis for individuals who truly need to receive their notary commission. It would be helpful if you could provide our office with a point of contact for the duration of this emergency who we can contact on behalf of constituents if necessary. We will not publicly share this information.

Please send your emergency point of contact to our Notary office notary@governor.virginia.gov. You can reach the Notary office directly by phone at 804-692-2536.

Should you have any concerns, please feel free to contact me directly at Kelly.thomasson@governor.virginia.gov or 804-663-7761.

Sincerely,

A handwritten signature in blue ink that reads "Kelly Thomasson".

Kelly Thomasson
Secretary of the Commonwealth