



Secretary of State
State Capitol Building
Charleston, WV 25305

Mac Warner
Secretary of State
State of West Virginia

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CORRECTION NOTICE

August 31, 2017

The previous Secretary of State expedited services notice dated August 24, 2017 has been corrected to read as follows:

Effective September 7, 2017 the West Virginia Secretary of State's Office will provide expedited services through a separate fee for business filings filed at any of the Secretary of State's business locations, as permitted through the passage of Senate Bill 547, West Virginia Code §59-1-2(k). Those locations are in Charleston at the Business One-Stop location, and at the Secretary of State's Biz Hubs in Clarksburg and Martinsburg. Please note, all expedited service filings will be processed through the current Secretary of State's Office location at the following address until the Business One-Stop location in Charleston is opened:

West Virginia Secretary of State
State Capitol Building
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A detailed list of the expedited guidelines (revised 8-31-17) and fees are attached to this notice. You may also access the information online at www.wvsos.gov. Select the **Learn More About Expedited Services** link on the home page.

Questions regarding this notice may be sent to Penney Barker, Director, Business and Licensing at pbarker@wvsos.gov.

Attachments (2): Expedite Service Guidelines (revised 8-31-17)
 Customer Order Request



MAC WARNER
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Phone: (304) 558-6000
Website: www.sos.wv.gov

24-hour, 2-hour and 1-hour Expedite Service Guidelines

IMPORTANT: To ensure expedited service, please mark "EXPEDITE" in a conspicuous place at the top of the service request. Please indicate method of delivery.

24-HOUR EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your "24-HOUR EXPEDITE" request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

Time Constraints: Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

1-Hour and 2-Hour Time Constraints: Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.

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Penney Barker, Director
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov
E-mail: business@wvsos.gov

Customer Order Request

SUBMIT THIS COMPLETED FORM WITH YOUR FILING.

Order Processing* Requested: * * * Expedite Processing Requires Additional Fees * * *

- Standard processing (Avg. processing turnaround 5-10 business days) 24-HOUR Expedite** (additional \$25.00 fee included) 2-HOUR Expedite (additional \$250.00 fee included) 1-HOUR Expedite (additional \$500.00 fee included)

*"Processing" indicates the filing will be completed and registered in the Secretary of State registration database.

**NOTE: Orders filed in person through any Secretary of State office location requesting the filing be processed will be assessed a 24-HOUR Expedite fee of \$25.00 per order.

Name of Entity: _____

Return filing to:
(Return Address) _____

Contact Name: _____ Phone: _____

Return Delivery Options: Email or Fax options do not receive a copy via mail; must be ordered separately.

- Email to: _____ Fax to: _____
 Hold for Pick Up Mail to Return Address above FedEx: Acct # _____
 Other (explain below): _____ UPS: Acct # _____

Order Description (include items being ordered and fee breakdown):

* PLEASE NOTE: Original paperwork is kept by this office. Include a copy of the original filing if you want a file stamped copy returned to you at no extra charge. **Certified copy requests are an additional \$15 per certified copy being requested.**

Total Amount:

Payment Method:

- Check/Money Order Credit Card (Call office cashier at 304-558-8000 to provide credit card payment information.)
 Cash (Do Not mail cash) Pre-paid Acct #: _____