

Fee Schedule for Services and Registration with the West Virginia Secretary of State

Effective February 28, 2018

Insufficient Check Fee is \$25.00 (\$61-3-39e)

PLEASE NOTE: MOST BUSINESSES MUST REGISTER WITH MORE THAN ONE AGENCY TO MEET ALL STATE REQUIREMENTS. AFTER COMPLETING YOUR REGISTRATION WITH THE SECRETARY OF STATE, APPLY TO THE DEPT. OF TAX & REVENUE FOR A BUSINESS LICENSE. OTHER LICENSES OR PERMITS MAY BE REQUIRED, DEPENDING ON THE NATURE OF THE BUSINESS.

Expedite Service Fees for Business Filings Only		
24-HOUR Expedite additional \$25	2-HOUR Expedite additional \$250	1-HOUR Expedite additional \$500

Corporation Registration & Amendment	Fee for Registration
Articles of Incorporation --	
Domestic For-Profit Corporation	\$100.00
Domestic Non-Profit Corporation	\$25.00
Certificate of Authority --	
Foreign For-Profit Corporation	\$100.00
Foreign Non-Profit Corporation	\$50.00
Exemption from Certificate of Authority	\$25.00

Other Business Registration	
Articles of Organization --	
Domestic Limited Liability Company	\$100.00
Foreign Limited Liability Company	\$150.00
Statement of Registration --	
Domestic Limited Liability Partnership	\$250.00
Foreign Limited Liability Partnership	\$500.00
Annual Notice for Domestic Limited Liability Partnership	\$500.00
Certificate of Limited Partnership --	
Domestic Limited Partnership	\$100.00
Foreign Limited Partnership	\$150.00
Other Registrations --	
Business Trust	\$50.00
Voluntary Association	\$50.00
Credit Service Organization	\$50.00
Purchaser of Future Payments	\$50.00

Business Changes	
Merger -- First two companies	\$25.00
Additional entities are:	All applicable business types
	\$15 per additional party for a domestic merger
	\$5 per additional party for a foreign
merger Amendment	\$25.00
Restatement	\$25.00
Trade Name Registration (True Name/DBA)	\$25.00
Conversion	\$25.00
Change of Agent, Address & Officers (AAO)	\$15.00
Dissolution/Withdrawal/Termination/Cancellation	\$25.00
Revocation of Voluntary Dissolution/Withdrawal	\$15.00

Other filings	
Name Reservation (120 days)	\$15.00
Name Registration (Foreign Corp., LP., LLP, LLC)	\$25.00
Registration Renewal for Additional Year	\$10.00
Trademark or Service Mark	
Registration (10yr) or Renewal	\$50.00
Assignment/Recording Other Document	\$25.00
Annual Report Late Fee	
Profit Organizations	\$50.00
Non-Profit Organizations	\$25.00

Certificates	
Certificate of Existence	\$10.00
Certificate of Charter/Organizing Document	\$15.00
plus for additional amend. or other docs	\$5.00
Any Other certificate not specified	\$10.00
Recording document not specified	\$10.00

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Service of Process	
Service/Per Defendant (In U.S.)	\$20.00
Service/Per Defendant (Outside U.S.)	\$30.00
Service/Per Suggestee	\$20.00
Change of Agent of Process	\$15.00
Certified Copies	\$15.00

Charitable Organizations	
Registration of Charitable Organization--Annual	
Collecting less than \$1 million / year	\$15.00
Collecting more than \$1 million / year	\$50.00
Late Registration per month	\$25.00
Registration of Professional Fundraiser	\$100.00
Searches & Copies -- See Below	

Notary Public & Commissioner for West Virginia	
Notary Public Commission - 10 year	\$52.00
Name Change	\$2.00
Address Change	\$2.00
Commissioner for West Virginia	\$100.00

Other Certificates and Recordation	
Apostille/Certification of Officer - 1st document	\$10.00
Each additional document	\$5.00
Certificate of Membership of Board or Commission	\$10.00
Any other Certificate not specified	\$10.00
Certified copies of records - Copy charge plus	\$10.00
Recordation of any other document	\$5.00

Searches and Copies of Official Records on Request (Not applicable to UCC searches)	
NOTE: Search charges will only be applied when the Secretary of State staff must spend more than 15 minutes to locate a document, or when vendors providing archive services must retrieve the document at an off-site location. For minimal search time, only the copy charges will be applied. Search charges are in addition to copy and certification charges.	
Search of off-site archival records	\$10.00
plus for each additional hour or fraction	\$10.00
Search of on-site records for copies or print-outs	\$5.00
Search of electronic format records requiring special programming	\$25.00 (Actual cost but not less than \$25.00)
Photocopies or print-outs of documents or data	\$1 for first page, 0.50 per additional page
Data on disk (all divisions)	\$5/disk, plus cost in least expensive paper format
NOTE: Law restricts resale of data - contact office	NOTE: disks are provided by the Secretary of State for security reasons

Miscellaneous Services	
Publications -- charges to be set approximating (Used for photocopies of lists, reports, guidelines and other documents produced in multiple copies for general public use.)	\$2 + .10/page, rounded to the nearest dollar
FAX transmission of copies or lists	\$5 (Search or copy charges may be added if necessary)
Electronic access to database information when available	To be set by rule -- currently all are free

Payment Method	
Check or money order	-payable to the WV Secretary of State
Cash	-in person only please - no \$100 bills
Prepaid Account	-\$300 min. to establish account
Credit Cards	-Visa, Mastercard, Am. Express, Discover

NOTE: Payment is required before services can be provided. Please determine the correct fee BEFORE sending in your request. Incorrect fees may cause work to be returned.

Uniform Commercial Code	
All filings	\$20.00
Plus WV Portal fee	\$3.00
Searches -- Initial fee	\$10.00
Plus per page copy fee	\$1.00
Plus WV Portal fee	\$3.00

Private Investigator & Security Guard License	
WV Resident Application for License	
Individual License -- New or Renewal	\$150.00
Firm License -- New or Renewal	\$250.00
Non-Resident Application for License	
Individual License -- New or Renewal	\$550.00
Firm License -- New or Renewal	\$550.00
Note: Fee includes \$50 non-refundable application processing fee	

Administrative Law	
Code of State Rules	\$635.00
Includes 12-vol set, shipping 1 yr, update service	
Index to CSR	\$35.00
Subscription Services (Cost per year)	
State Register (mailed weekly)	\$250.00
Update Service for CSR (mailed monthly)	\$150.00
Ethics Opinions (mailed monthly)	\$100.00
Education Grievance Decisions (mailed monthly)	\$450.00
Copy charge for Individual documents - 1st 50 pp. \$2	+\$2.00/pg
Additional pages over 50	\$.10/pg
Copy charge for book format documents 1st 50 pp \$5	+\$2.00/pg
Additional pages over 50	\$.10/pg

Contacts:	
Telephone: Business & Licensing Division	(304)558-8000
Telephone: All other Divisions	(304)558-6000
Toll Free Help Line	1-866-767-8683
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Business & Licensing Fax number	(304)558-8381
Mail to:	WV Secretary of State
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	Charleston, WV 25305