WEST VIRGINIA SECRETARY OF STATE
ELECTRONIC FILING OF RULES AUTHORIZATION FORM

Date Submitted __________________________ Date Approved __________________________

Agency, Board or Commission Name ________________________________________________

Address ___________________________________________ Phone ________________________

The purpose of this form is to establish authorized access to the Electronic Rule Filing System and to have signatures on-file, as required by statute, for handling the filing of Rules with the Secretary of State’s office.

There are four levels of access to the ERFS: 1) Review, Edit, Print; 2) Fiscal; 3) Submission; 4) All.

1) The following individual within my entity is granted permission to access, review, retrieve, edit and print our existing Rules.

2) The following individual within my entity is granted permission to add fiscal forms to our existing Rules.

3) The following individual within my entity is granted permission to file (submit) rules electronically. §5F-2-2(12) and (13) cites that by affixing my signature to this form, I am granting written consent to the individual listed below, the authority to electronically file Rules on my behalf.

4) All of the above

Printed Name ___________________________________________ E-mail Address of Individual ____________ Level of Access __________________________

Title Numbers ___________________________________________ Series Numbers ___________________________________________

Any changes in staffing will require a new form to be completed prior to permissions being granted.

__________________________________________ Title __________________________

Agency Authorized Signature _______________________________________________

State of ____________________________ County of ____________________________

Signed or attested before me on __________________________{date} by __________________________{name(s) of individual(s) making statement}

_______________________________ {Signature of Notary Public}

My commission expires: __________________________

Place Notary Stamp Here

Return form to: West Virginia Secretary of State, Administrative Law Division, 1900 Kanawha Boulevard, East, Building 1, Suite 157-K, Charleston, WV 25305.