



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 signature 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 EFRS: 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 _____

Email 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.

Agency Authorized Signature _____ Title _____

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.