

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

Effective November 18, 2019

**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.

| <b>Expedite Service Fees apply to Business Filings Only</b> |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 24-HOUR Expedite additional \$25.00                         | 2-HOUR Expedite additional \$250.00 | 1-HOUR Expedite additional \$500.00 |

| 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 All applicable business types             |
| Additional entities are:                        | \$5.00 per additional entity included in a merger |
| Amendment                                       | \$25.00 All applicable business types             |
| Restatement                                     | \$25.00 All applicable business types             |
| Trade Name Registration (True Name/DBA)         | \$25.00 All applicable business types             |
| Conversion                                      | \$25.00 All applicable business types             |
| Change of Agent, Address & Officers (AAO)       | \$15.00 All applicable business types             |
| Dissolution/Withdrawal/Termination/Cancellation | \$25.00 All applicable business types             |
| Revocation of Voluntary Dissolution/Withdrawal  | \$15.00 All applicable business types             |

| Other filings   |         |
|---|---------|
| Name Reservation (120 days)                           | \$15.00 |
| Name Registration (Foreign Only: Corp., LLC, LP, LLP) | \$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 |

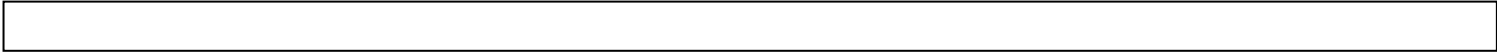
| Certificates                               |         |
|--|---------|
| Certificate of Existence                   | \$10.00 |
| Certificate of Charter/Organizing Document | \$15.00 |
| plus for additional amend. or other docs   | \$5.00  |
| Any Other certificate not specified        | \$10.00 |
|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

| West Virginia Code Book                                |         |
|--|---------|
| West Virginia Laws for Business and Licensing Code Bk. | \$45.00 |

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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 |

| 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  |

| 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                  |                   |

| 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 |          |

| 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 |

| 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 | +\$ .20/pg |
| Additional pages over 50                              | \$.10/pg   |
| Copy charge for book format documents 1st 50 pp \$5   | +\$ .20/pg |
| Additional pages over 50                              | \$.10/pg   |

| 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    | \$15.00 |
| 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  | \$2 + .10/page, rounded to the nearest dollar          |
| (Used for photocopies of lists, reports, guidelines and other documents produced in multiple copies for general public use.) |  |
| 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/Debit Cards   | -Visa, Mastercard, Am. Express, Discover |

| Contacts:                                |                      |
|--|----------------------|
| Telephone: Business & Licensing Division | (304)558-8000        |
| Telephone: All other Divisions           | (304)558-6000        |
| Toll Free Help Line                      | 1-866-767-8683       |
| Main Fax number                          | (304)558-0900        |
| Business & Licensing Fax number          | (304)558-8381        |
| Mail to:                                 |                      |
|  | 13 Kanawha Blvd. W   |
|  | Suit 201             |
|  | Charleston, WV 25302 |

**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.**