



**WEST VIRGINIA  
SECRETARY OF STATE**

**NATALIE E. TENNANT**

**ADMINISTRATIVE LAW DIVISION**

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**5/28/2014 5:05:33 PM**

OFFICE OF  
WEST VIRGINIA SECRETARY OF STATE

**FORM 1 -- NOTICE OF A PUBLIC HEARING OR COMMENT PERIOD ON A PROPOSED RULE  
(Page 1)**

**AGENCY Secretary Of State**

**RULE TYPE Legislative AMENDMENT TO EXISTING RULE No TITLE-SERIES 153-**

**RULE NAME Schedule of Fees 50**

**CITE AUTHORITY 39-4-25**

**COMMENTS LIMITED TO  
Written**

**DATE OF PUBLIC HEARING**

**LOCATION OF PUBLIC HEARING**

**DATE WRITTEN COMMENT PERIOD ENDS  
Thursday, June 26, 2014 5:00 PM**

**WRITTEN COMMENTS MAY BE MAILED TO  
Legislative Affairs  
WV Secretary of State  
1900 Kanawha Blvd E  
Bldg 1 Ste 157-K  
Charleston, WV 25305**

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.**

**Yes  
Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in  
accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



Title-Series: 153-50



Rule Id: 9447



Document: 25825



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**FORM 1 -- NOTICE OF A PUBLIC HEARING OR COMMENT PERIOD ON A PROPOSED RULE  
(Page 2)**

**AGENCY Secretary Of State**

**RULE TYPE Legislative AMENDMENT TO EXISTING RULE No TITLE-SERIES 153-**

**RULE NAME Schedule of Fees 50**

**CITE AUTHORITY 39-4-25**

**PROVIDE A BRIEF SUMMARY OF YOUR PROPOSAL**

**This rule sets the application fee for a commission as a notary public.**

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.**

**Yes**

**Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



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**FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 1)**

**AGENCY Secretary Of State**

**RULE TYPE Legislative**

**AMENDMENT TO EXISTING RULE No TITLE-SERIES 153-**

**RULE NAME Schedule of Fees**

**50**

**CITE AUTHORITY 39-4-25**

**SUMMARIZE IN A CLEAR AND CONCISE MANNER WHAT IMPACT THIS MEASURE WILL HAVE ON COSTS AND REVENUES OF STATE GOVERNMENT.**

**If the rule is not approved, the Secretary of State will have a negative revenue impact of \$209,487.00.**

**Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**



Title-Series: 153-50



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**FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 2)**

AGENCY Secretary Of State

RULE TYPE Legislative AMENDMENT TO EXISTING RULE No TITLE-SERIES 153-

RULE NAME Schedule of Fees 50

CITE AUTHORITY 39-4-25

FISCAL NOTE DETAIL -- SHOW OVER-ALL EFFECT IN ITEM 1 AND 2 AND, IN ITEM 3, GIVE AN EXPLANATION OF BREAKDOWN BY FISCAL YEAR, INCLUDING LONG-RANGE EFFECT.

Effect Of Proposal	Current Increase/Decrease (use ' - ')	Next Increase/Decrease (use ' - ')	Fiscal Year (Upon Full Implementation)
ESTIMATED TOTAL COST	0.00	0.00	0.00
PERSONAL SERVICES			
CURRENT EXPENSES			
REPAIRS AND ALTERATIONS			
ASSETS			
OTHER			
ESTIMATED TOTAL REVENUES	-209,487.00	-209,487.00	-209,487.00

Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 153-50



Rule Id: 9447



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OFFICE OF  
WEST VIRGINIA SECRETARY OF STATE

**FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 3)**

AGENCY Secretary Of State

RULE TYPE Legislative

AMENDMENT TO EXISTING RULE No TITLE-SERIES 153-

RULE NAME Schedule of Fees

50

CITE AUTHORITY 39-4-25

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT). PLEASE INCLUDE ANY INCREASE OR DECREASE IN FEES IN YOUR ESTIMATED TOTAL REVENUES.

The above estimate is based on the actual revenue received from January 1, 2013 to December 31, 2013. The fees charged for notaries are not changing, and we expect the number of notaries in the state to stay approximately the same.

Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 153-50



Rule Id: 9447



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WEST VIRGINIA SECRETARY OF STATE

**FORM 11 -- FISCAL NOTE FOR PROPOSED RULES (Page 4)**

**AGENCY** Secretary Of State

**RULE TYPE** Legislative

**AMENDMENT TO EXISTING RULE** No **TITLE-SERIES** 153-

**RULE NAME** Schedule of Fees

**50**

**CITE AUTHORITY** 39-4-25

PLEASE IDENTIFY ANY AREAS OF VAGUENESS, TECHNICAL DEFECTS, REASONS THE PROPOSED RULE WOULD NOT HAVE A FISCAL IMPACT, AND OR ANY SPECIAL ISSUES NOT CAPTURED ELSEWHERE ON THIS FORM.

If the rule is not approved, the Secretary of States Office will not be able to collect notaries fees thereby causing a loss of revenue.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 153-50



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**FORM 12 -- BRIEF SUMMARY AND STATEMENT OF CIRCUMSTANCES (Page 1)**

AGENCY Secretary Of State

RULE TYPE Legislative

AMENDMENT TO EXISTING RULE No TITLE-SERIES 153-

RULE NAME Schedule of Fees

50

CITE AUTHORITY 39-4-25

SUMMARIZE IN A CLEAR AND CONCISE MANNER CONTENTS OF CHANGES IN RULE AND STATEMENT OF CIRCUMSTANCES REQUIRING THE RULE.

This rule sets the application fee for a commission as a notary public. H.B. 4012 (2014 Legislative Session) specifically allocated setting the fee for application to a Legislative Rule.

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENTS ARE TRUE AND CORRECT.

Yes

Sheryl Webb -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.



Title-Series: 153-50



Rule Id: 9447



Document: 25825

TITLE 153  
LEGISLATIVE RULE  
WEST VIRGINIA SECRETARY OF STATE

SERIES 50  
SCHEDULE OF FEES

**153-50-1. General.**

1.1 Scope. –This schedule establishes the fee to be charged by the Secretary of State for an application for commission as a notary public.

1.2 Authority. –W. V. Code §§ 39-4-20 (a) and 39-4-25 (a) (7).

1.3 Filing Date – May 20, 2014

1.4 Effective Date -- July 1, 2014

**153-50-2. Schedule of Fees.**

2.1      Application Fee                      \$52.00

2.2      Fees shall be payable to the West Virginia Secretary of State by check, money order, major credit card, or certified check.