

## 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

### Expedite Service Fees for Business Filings Only

24-HOUR Expedite additional \$25.00      2-HOUR Expedite additional \$250.00      1-HOUR Expedite additional \$500.00

A \$1.00 WV Portal Fee will apply to all filings processed online through [Business4WV.com](http://Business4WV.com).

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	\$15.00
Recordation of any other document	\$5.00

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

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	+\$ .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

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

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)558-5142
Business & Licensing Fax number	
Mail to:	Bldg 1, Suite 157-k 1900 Kanawha Blvd East Charleston, WV 25305

**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.**