

Trademarks: Telephone: 269-2844

Trade and service mark applications are processed for registration. Applications and registration information is available upon request (Code 1957, Art. 41, secs. 91-103).

Notaries Public: Telephone: 269-3420

The Secretary administers the State's notary statutes and issues notary public commissions. Applications, notary public manuals, and related information are available from this office (Code 1957, Art. 68).

Condominiums: Telephone: 269-2841

Residential condominiums offered for sale in the State of Maryland must be registered with this office. Registration forms and information are provided upon request (Code Real Property Article, Title 11).

Special Police and Railroad Police: Telephone: 269-2843

Commissions for special police and railroad police are issued by the Secretary of State on behalf of the Governor after applications have been processed by the State Police (Code 1957, Art. 41, sec. 60; Art. 23, sec. 256).

Extraditions: Telephone: 269-2844

The Secretary prepares and processes extraditions and requisitions issued by the Governor in cooperation with extradition officials of other states and the several State's Attorneys in Maryland.

Charitable Organizations: Telephone: 269-3425

Under Article 41, secs. 103A-103L, of the *Annotated Code of Maryland*, the Secretary regulates charitable organizations that are required to register and file fiscal reports annually. Professional solicitors, fund-raising counsel and solicitors are also required to register and file fiscal reports annually.

Pursuant to an Executive Order of April 13, 1984, the Secretary of State administers the United Charity Campaign of Maryland State employees and retirees. The regulation of raffles of real property by charitable organizations is also a function of this office.

Certifications: Telephone: 269-3425

The Secretary is authorized by Article 41, sec. 84, of the *Annotated Code of Maryland*, to issue certifications of incumbency, facsimile signature registrations, and official copies of documents that are a matter of record in the Secretary's office. The Secretary is also authorized to issue the apostille authenticating documents to be transmitted internationally.

Disclosures: Telephone: 269-3421

Persons doing at least \$10,000 worth of business with the State or its subdivisions in a calendar year and who have made political contributions are required to file a disclosure with this office. Corporations whose business with the State or local governments aggregate \$100,000 in any one year are required to disclose certain information to the Secretary.

Other Duties:

The receipt of petitions to bring Acts of the General Assembly to referendum, and their publication together with Constitutional Amendments to be voted upon in the general elections (Code 1957, Art. 33, sec. 23-9); the receipt and chapterization of bills adopted by the General Assembly and approved by the Governor (Code State Government Article, sec. 2-1511); and the advertising and recordation of all Governor's pardons and commutations. The Secretary is authorized to place upon the presidential primary ballot the names of those candidates determined to be generally advocated or recognized in the media (Code 1957, Art. 33, sec. 12-2). Through its Division of State Documents, all regulations promulgated by State agencies are published in the *Maryland Register* and the *Code of Maryland Regulations* (COMAR) (Code State Government Article, secs. 7-204 through 7-206).

Every two years the Secretary, with the State Archives, participates in the distribution of the *Maryland Manual* (Code State Government Article, sec. 13-502).

DIVISION OF STATE DOCUMENTS

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