



NASS

National Association
of Secretaries of State

MEMBER OFFICE PROFILES

**An Overview of Official
Responsibilities, Duties
& Office Structure**

April, 2023

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About the Office**Duties and Responsibilities****Current Secretary**

The current Alabama Secretary of State Wes Allen (R). Secretary Allen was elected in 2022.

The next election for Alabama Secretary of State takes place in 2026.

Office Overview

The office of the Alabama Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday after the second Tuesday in January following the election.

The Secretary of State is limited to two consecutive terms in office.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief of Staff
- General Counsel
- Chief Financial Officer
- Director, Business Services
- Director, UCC
- Director, Government Support
- Director, Elections
- Director, Information Systems

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with probate judges and circuit clerks in Alabama's 67 counties. Election related duties of the office (with respect to state and federal elections) include:

- Provides uniform guidance for election activities
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files and maintains campaign finance reports
- Files and verifies ballot access petitions
- Certifies the list of candidates for ballot placement
- Compiles county election returns for the state canvass and reports results
- Serves on the State Canvassing Board

Business Services

The Secretary of State's office files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State's office in order to operate or conduct business in the state, including corporations, LLCs, LPs, LLPs, and LLLPs.

The office also files UCC financing statements and other lien documents, and registers trademarks, tradenames, and service marks.

Notaries/Authentications

The Secretary of State's office files and maintains records of notaries public (appointed by county probate judges) and civil law notaries (appointed by the Secretary). The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Maintains records of appointments to boards and commissions
- Posts public meeting notices for government bodies
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions and other official documents signed by the Governor
- Files and/or maintains legislative acts, proclamations, commissions, state land records, conveyances to the state, oaths and bonds of office, and various other state records and municipal documents
- Serves on the Athlete Agents Commission; the Fair Ballot Commission; the Electronic Voting Committee; the Board of Adjustment; the Local Government Records Commission; and the State Records Commission

About the Office

Duties and Responsibilities

Current Lieutenant Governor

The current Alaska Lieutenant Governor is Nancy Dahlstrom (R). Lieutenant Governor Dahlstrom was elected in November 2022.

The next election for Alaska Lieutenant Governor takes place in 2026.

Office Overview

The office of the Alaska Lieutenant Governor is a state constitutional office.

The Lieutenant Governor is elected by popular vote every four years.

The term of office begins on the first Monday in December following the election.

The Lieutenant Governor is limited to two consecutive terms in office.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term, subject to confirmation by the state legislature.

The Lieutenant Governor is first in line of succession to the office of Governor.

Office Structure

Office leadership/structure includes:

- Lieutenant Governor
- Chief of Staff
- Director, Elections
- Regulations/Initiatives Specialist
- Notary Administrator

Elections

The Lieutenant Governor is designated as the chief election official under state law. The office administers state and federal elections in conjunction with five regional election offices.

Election related duties of the office (with respect to state and federal elections) include:

- Provides general administrative supervision over the conduct of elections
- Adopts regulations for the administration of elections
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files and verifies ballot measure petitions
- Prepares and distributes ballots, forms, and other election materials
- Updates precinct boundaries and establishes polling locations
- Appoints election supervisors and members of the state ballot counting review board
- Provides training to election officials
- Approves voting systems for use in the state
- Compiles regional election returns; certifies and reports results

Notaries/Authentications

The Lieutenant Governor regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates document signed by notaries and state officials for use in foreign countries.

Other Duties

Additional duties of the Lieutenant Governor include:

- Publishes the Alaska Administrative Code
- Provides public notice of proposed regulations
- Serves as acting Governor during the Governor's absence
- Serves as custodian of the state seal
- Serves on the Alaska Historical Commission and Alaska Workforce Investment Board
- Performs other duties as designated by the Governor

About the Office

Duties and Responsibilities

Current Secretary

The current Arizona Secretary of State is Adrian Fontes (D). Secretary Fontes was elected in 2022.

The next election for Arizona Secretary of State takes place in 2026.

Office Overview

The office of the Arizona Secretary of State is a state constitutional office.

The Secretary is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

The Secretary of State is limited to two consecutive terms in office.

If there is a vacancy in the office, the Governor appoints someone from the same political party as the individual who vacated office to serve until the next general election.

The Secretary of State is first in line of succession to the office of Governor.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Assistant Secretary of State
- Chief Financial Officer
- Chief Information Officer
- General Counsel
- State Archivist
- State Librarian
- Director, Administrative Rules
- Director, Business Services
- Director, Communications
- Director, Community Outreach
- Director, Elections
- Director, Government Relations
- Director, Special Projects and Innovation
- Director, Support Services

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with elected county recorders and appointed election directors in Arizona’s 15 counties. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files and maintains campaign finance and lobbyist reports
- Receives candidate fillings; files & verifies ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Implements federal election laws and grant funding
- Certifies voting systems for use in the state
- Administers an election official training/certification program
- Compiles county election returns; canvasses, certifies, and reports results

Business Services

The Secretary of State’s office files, maintains, and provides public access to a variety of business and commercial records. Certain business entities and other organizations are required to register with the Secretary of State in order to operate or conduct business in the state, including:

- LPs, LLPs, and LLLPs
- Telemarketers, veterans charities organizations, and professional employment organizations

The office also files UCC financing statements and other lien documents, and registers trade names and trademarks.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

State Archives

The Secretary of State oversees the State Library, Archives, and Public Records (the State Library), which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Arizona Administrative Code and Administrative Register
- Administers the state address confidentiality program
- Serves as acting Governor during the Governor’s absence
- Files financial disclosure statement for candidates and public officials
- Serves as custodian of the state seal
- Attests and affixes the state seal to official documents signed by the Governor
- Files and/or maintains legislative acts, official acts of the Governor, oaths of office, and various other state records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Arkansas Secretary of State is John Thurston (R). Secretary Thurston was elected in 2018, and re-elected in 2022.

The next election for Arkansas Secretary of State takes place in 2026.

Office Overview

The office of the Arkansas Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins during the first week of the legislative session following the election.

The Secretary of State is limited to two terms in office.

If there is a vacancy in the office, the Governor appoints someone to serve until the next general election.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief Deputy/CEO
- Deputy, Government Affairs
- Deputy, Chief Legal Counsel
- Chief Operating Officer
- Chief Financial Officer
- Chief, State Capitol Police
- Director, Business Services
- Director, Elections
- Director, Capitol Facilities
- Director, Information Technology

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with the State Board of Election Commissioners, and county clerks and election commissioners in Arkansas' 75 counties. Election related duties of the office (with respect to state and federal elections) include:

- Serves as chair of the State Board of Election Commissioners
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Selects voting systems for use in the state
- Compiles county election returns and reports results

Business Services/Charities

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State's office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, LLPs, and LLLPs
- Charitable organizations, paid solicitors, fundraisers, and telemarketers
- Athlete agents, commercial registered agents, international student exchange organizations, video services providers, health spas, and electronic signature verification companies

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks, service marks, and publicity rights protection
- Collects franchise taxes from corporations, LLCs, banks, and insurance companies

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Arkansas Administrative Code and Administrative Register
- Oversees the capitol police and the capitol facilities and grounds
- Files financial interest statements for candidates and public officials
- Files facsimile signature certificates
- Publishes state precinct maps
- Attests and affixes the state seal to commissions and other official acts of the Governor
- Files and/or maintains legislative acts, official acts of the Governor, oaths of office, municipal boundary changes, and various other state records and municipal documents
- Serves on the Arkansas Board of Apportionment

California Secretary of State

About the Office

Current Secretary

The current California Secretary of State is Dr. Shirley Weber (D). Secretary Weber was appointed by the Governor to fill a vacancy in 2021, and was elected in 2022.

The next election for California Secretary of State takes place in 2026.

Office Overview

The office of the California Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the Monday after the first day of January following the election.

The Secretary of State is limited to two terms in office.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term, subject to confirmation by the state legislature.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief Deputy
- Chief Counsel
- Deputy, Communications
- Deputy, HAVA Coordinator
- Deputy, Legislative Affairs
- Deputy, Operations
- Deputy, Policy & Planning
- Deputy, Voter Educ./Outreach
- State Archivist
- Chief, Business Programs
- Chief, Elections
- Chief, Information Technology
- Chief, Management Services
- Chief, Political Reform
- Chief, Financial Affairs

Duties and Responsibilities

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks, registrars, and recorders in California's 58 counties. Election related duties of the office (with respect to state and federal elections) include:

- Adopts regulations for the uniform application/administration of election laws
- Ensures elections are conducted efficiently and election laws are enforced
- May require reports from election officials and examine records/materials to determine if a violation of election law has occurred
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files campaign finance and lobbyist reports
- Certifies the list of candidates and ballot measures for ballot placement
- Certifies voting systems for use in the state
- Oversees the office of elections cybersecurity
- Compiles county election returns; certifies and reports results

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State's office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Athlete agents and immigration consultants

The office also:

- Files UCC financing statements and other lien documents
- Administers the victims of corporate fraud compensation fund
- Registers trademarks, service marks, container brands, laundry marks, farm names, and successor-in-interest claims

Notaries/Authentications

The Secretary of State regulates notaries public, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

State Archives

The Secretary of State oversees the State Archives, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs.

Information Technology Division (ITD)

The Information Technology Division supports the entire Agency. ITD supports the business requirements of the Secretary of State by planning, developing, implementing, and maintaining innovative and effective business and information systems in active partnership with the Agency program divisions, vendors, and other agencies. ITD delivers information technology services and ensures data integrity by providing technical guidance to implement automated business solutions in cooperation with our business partners needs and goals concerning: safeguarding elections; political campaigning; filing and maintenance of business filings and records; legislative advocacy; maintenance and access to historical treasures; and digital transformation of business operations

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Maintains the state domestic partnerships registry
- Maintains the state advance healthcare directive registry
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions, pardons, and other official documents signed by the Governor
- Maintains a registry of public agencies
- Files and/or maintains legislative acts, official acts of the Governor, oaths and bonds of office, conveyances to the state, city/county charters, and various other state records and municipal documents

About the Office

Duties and Responsibilities

Current Secretary

The current Colorado Secretary of State is Jena Griswold (D). Secretary Griswold was elected in 2018, and re-elected in 2022.

The next election for Colorado Secretary of State takes place in 2026.

Office Overview

The office of the Colorado Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the second Tuesday of January following the election.

The Secretary of State is limited to two consecutive terms in office.

If there is a vacancy in the office, the Governor appoints someone to serve until the next general election.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary of State
- Chief of Staff & Strategy
- Chief Information Officer
- Director, Admin/HR/Fin./Ops.
- Director, Business & Licensing
- Director, Communications
- Director, Elections
- Director, Govt./Public Affairs
- Director, Legal & Policy
- Director, Public Engagement

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks and recorders in Colorado’s 64 counties. Election related duties of the office (with respect to state and federal elections) include:

- Supervises the conduct of elections and enforces state election law
- Issues rules for the proper administration of elections
- Approves all forms used in conducting elections
- Makes uniform interpretations of election law
- Inspects and reviews election official practices and procedures
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Enforces campaign finance laws and regulates lobbyists
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Certifies voting systems for use in the state
- Administers an election official training/certification program
- Compiles county election returns; canvasses, certifies, and reports results

Business Services/Charities/Licensing

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register (or be licensed with) the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, LLPs, and LLLPs
- Charitable organizations, professional fundraisers, and paid solicitors
- Bingo/raffle operators
- Durable medical equipment suppliers

The office also:

- Files UCC financing statements and other lien documents
- Investigates potential violations of charitable solicitation laws
- Registers trademarks and tradenames
- Files performing rights society contracts

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Code of Colorado Regulations and Colorado Register
- Countersigns commissions issued by the Governor
- Certifies limitations on damages and interest rates on judgments
- Files financial disclosure statements for candidates and public officials
- Files facsimile signature certificates
- Serves as custodian of the state seal
- Files and/or maintains legislative acts, commissions, oaths of office, and various other state records and documents
- Serves on the state Title Board and the Statewide Internet Portal Authority (SIPA) Board

About the Office

Duties and Responsibilities

Current Secretary

The current Connecticut Secretary of the State is Stephanie Thomas (D). Secretary Thomas was elected in 2022. The next election for Connecticut Secretary of the State takes place in 2026.

Office Overview

The office of the Connecticut Secretary of the State is a state constitutional office.

The Secretary of the State is elected by popular vote every four years.

The term of office begins on the Wednesday after the first Monday in January following the election.

There are no term limits for the office.

A vacancy in the office is filled by the state legislature. If the legislature is not in session when a vacancy occurs, the vacancy is filled by the Governor.

Office Structure

Office leadership/structure includes:

- Secretary of the State
- Deputy Secretary of the State
- Chief of Staff/General Counsel
- Legislative Director
- Director, Business Services
- Director, Elections
- Director, Human Resources
- Director, Outreach/Engagement
- Director, Special Projects
- Director, Material Support Serv.
- Director, Information Technology
- Director, Communications
- Press Secretary

Elections

The Secretary of the State is designated as the Commissioner of Elections under state law. The office administers state and federal elections in conjunction with municipal clerks and registrars in Connecticut’s 169 municipalities. Election related duties of the office (with respect to state and federal elections) include:

- Provides regulations and instructions for conducting elections
- Issues rulings and opinions interpreting and implementing election laws
- May order election officials to correct any irregularities or improprieties
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Certifies voting systems for use in the state
- Files and verifies ballot access petitions
- Certifies the list of candidates for ballot placement
- Provides forms and other materials to election officials
- Administers a training/certification program for election officials and poll workers
- Compiles municipal election returns for state canvass and reports results
- Serves on the State Canvassing Board

Business Services

The Secretary of the State files, maintains, and provides public access to a variety of business, commercial, and licensing records. Many business entities are required to register with the Secretary of the State’s office in order to operate or conduct business in the state, including corporations, LLCs, and LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents.
- Registers trademarks, service marks, collective marks, and certification marks
- Registers trading stamp companies

Notaries/Authentications

The Secretary of the State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of the State include:

- Files and publishes state agency regulations
- Publishes the State Register and Manual (blue book)
- Administers the state address confidentiality program
- Posts public meeting notices for state agencies
- Serves as custodian of the state seal
- Affixes the state seal to commissions and other official state documents
- Files and/or maintains legislative acts, compilations of municipal ordinances, and various other state records and municipal documents

About the Office

Duties and Responsibilities

Current Secretary

The current Delaware Secretary of State is Jeffrey Bullock (D). Secretary Bullock was appointed by the Governor in 2009, and was reappointed in 2017.

Office Overview

The Delaware Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of Delaware was elected in 2016, and re-elected in 2020.

The Governor is limited to two terms in office.

The next election for Governor takes place in 2024.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief Deputy
- Director, Operations
- Director, Policy/Communications
- Division Leadership:
 - Board of Pardons
 - Division of the Arts
 - Division of Corporations
 - Division of Historical & Cultural Affairs
 - Division of Human & Civil Rights
 - Division of Libraries
 - Division of Prof. Regulation
 - Division of the Public Advocate
 - Division of Small Business
 - Export Delaware
 - Government Info. Center
 - Merit/Public Employment Board
 - Public Archives
 - Public Integrity Commission
 - Public Service Commission
 - Office of State Bank Commiss.
 - Office of Veterans Services
 - Veterans Homes
 - Voluntary Discl. Agreement

The Secretary of State oversees nearly two dozen different government agencies and divisions with a variety of functions, ranging from veterans services to arts and culture. Some of the duties that the Delaware Secretary of State has in common with other Secretary of State offices include:

Ethics/Lobbyist Filings

The Secretary of State oversees the Public Integrity Commission, which files financial disclosure statements (for executive branch officials), registers lobbyists, and files lobbyist reports.

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, LLPs, LLLPs.

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Collects franchise/business entity taxes from corporations, LLCs, and partnerships

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

State Archives

The Secretary of State oversees the Delaware Public Archives, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs. The Secretary also oversees the Division of Libraries, the Division of the Arts, and the Division of Historical and Cultural Affairs.

Professional Regulation

The Secretary of State oversees the Division of Professional Regulation, which provides regulatory oversight for 34 boards/commissions, including administrative, investigative, and fiscal support for 54 professions, trades and events.

Other Duties

Additional duties of the Secretary of State include:

- Serves as a member of the Governor’s cabinet
- Countersigns the Governor’s signature on marriage licenses
- Files facsimile signature certificates
- Serves as custodian of the state seal
- Affixes the state seal to commissions and other official documents
- Files and/or maintains legislative acts, official acts of the Governor, executive records, and various other state records and documents
- Serves on the Diamon State Port Corporation; the Delaware Economic and Financial Advisory Council; the Cash Management Policy Board; and the Board of Pardons

About the Office

Duties and Responsibilities

Current Secretary

The current Secretary of the District of Columbia is Kimberly Bassett (D). Secretary Bassett was appointed by the Mayor in 2018.

Office Overview

The Secretary of the District of Columbia is appointed by the Mayor, and serves at the pleasure of the Mayor.

The current Mayor of the District of Columbia was elected in 2014, and re-elected in 2018 and 2022.

There are no term limits for the Mayor.

The next election for Mayor takes place in 2026.

Office Structure

Office leadership/structure includes:

- Secretary of the District
- Deputy Secretary
- Operations Manager
- Public Information Officer
- Division Leaders:
 - Archives/Public Records
 - Ceremonial Services
 - Documents/Admin. Issuances
 - International Affairs & Protocol
 - Notary/Authentications

The Office of the Secretary of State of the District of Columbia provides protocol, authentication, and public records management services to the Mayor and District government agencies. The Secretary of the District of Columbia is responsible for authenticating the proper use of the Seal of the District of Columbia and attests to the authenticity of official records, bond documents, and documents of the Executive Branch. The Secretary also serves as the Chief Protocol Officer of the District.

District of Columbia Archives

The Secretary of State oversees the District of Columbia Archives, Public Records, and Library, which collects, preserves, and provides public access to District government records and historical documents, and administers District records management programs. The Office is currently in the process of building a state-of-the-art archive that is environmentally conscious, educational, and accessible.

Notary Commissions and Authentications

The Office regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries. The Office will launch e-notarization and remote notarization in 2023.

Protocol and International Affairs

The Secretary of State serves as the Chief Protocol Officer and carries out the District’s primary liaison activities with the diplomatic (over 175 embassies) and international community regarding substantive and ceremonial matters. The Office manages Sister City relationships and supervises an Embassy Neighborhood Taskforce to mediate issues that arise between embassies and neighbors in a municipal setting.

The Office of Documents and Administrative Issuances

The Office of Documents and Administrative Issuances’ primary mission is to provide for the prompt preparation, editing, printing, and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.

The Office of Documents also enforces the standards and procedures for District of Columbia government agencies to issue rules and regulations or to propose and issue Mayor's and other administrative issuances, including Mayor's Memoranda.

The Office of Documents legal team, led by the Administrator, provides legal and strategic counsel for many OS matters.

Finally, the Office of Documents is also responsible for drafting and compiling the District Government Annual FOIA Report.

Ceremonial Services

The Office processes requests for ceremonial documents from the Mayor, sister offices, and the public, including proclamations, letters of appreciation, and public service awards.

Other Duties

Additional duties of the Secretary of the District of Columbia include:

- Files official records of Mayoral actions
- Administers the District of Columbia Grant to Promote Voting Rights and DC Statehood
- Designated lead office for Electoral College ceremony for the District of Columbia
- Responsible for Protocol function played in Mayoral inauguration, high-level ceremonial requests, and flag lowering notifications
- Manages the DC Emancipation Day Commission, MLK Holiday Commission, and the Juneteenth Commission
- Spearheads the annual DC One Fund drive to raise money from District of Columbia government employees to support charitable organizations in the District of Columbia metropolitan area
- Serves on the Historical Records Advisory Board
- Serves on the Public Records Disposition Committee
- Serves on the National Cherry Blossom Festival Board of Directors
- Manages the Embassy Neighborhood Task Force
- Manages the DC Capital Sister City Relationships Steering Committee

About the Office

Duties and Responsibilities

Current Secretary

The current Florida Secretary of State is Cord Byrd (R). Secretary Byrd was appointed by the Governor in 2022.

Office Overview

The Florida Secretary of State is a member of the executive branch of state government.

The Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of Florida was elected in 2018, and re-elected in 2022.

The next election for Governor takes place in 2026.

The Governor is limited to two consecutive terms in office.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Assistant Secretary of State/Chief of Staff
- Chief Operating Officer
- General Counsel
- Inspector General
- Director, External Affairs
- Director, Information Technology & Security Services
- Director, Legislative Affairs
- Director, Office of Election Crimes & Security

Division Directors:

- Administrative Services
- Arts & Culture
- Corporations
- Elections
- Historical Resources/State Historic Preservation Officer
- Library & Information Services/State Librarian

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with supervisors of election in Florida’s 67 counties. Election related duties of the office (with respect to state and federal elections) include:

- Obtains and maintains uniformity in the interpretation and implementation of election laws; adopts rules to provide uniform standards
- Provides direction/opinions to election officials on performance of their duties
- Enforces election official performance and compliance with election law
- Conducts preliminary investigations into election irregularities or fraud
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files and maintains campaign finance reports
- Receives candidate filings
- Certifies the list of candidates and ballot measures for ballot placement
- Certifies voting systems for use in the state
- Compiles county election returns for the state canvass and reports results

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, LLPs, and LLLPs. The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Register cable franchises

Notaries/Authentications

The Secretary of State administers the notary public application process, issues notary commissions (the Governor appoints notaries public), and appoints civil law notaries. The office also authenticates notarized public documents for use in foreign countries.

State Archives/International Affairs

The Secretary of State oversees the State Library and Archives, which collects, preserves, and provides public access to government records and historical documents and administers state records management programs. The Secretary also serves as Chief Arts and Culture Office and oversees the Division of Arts and Culture, the Division of Historical Resources, and four museums in Tallahassee.

The Secretary of State serves as the State Protocol Officer and oversees the Office of International Affairs, which facilitates consular relations with foreign governments doing business in the state, and promotes participation in the sister cities international program.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Florida Administrative Code and Administrative Register
- Publishes the state protocol manual
- Serves as custodian of the state seal and the state flag
- Files and/or maintains legislative acts, official acts and correspondence of the Governor, and various other state records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Georgia Secretary of State is Brad Raffensperger (R). Secretary Raffensperger was elected in 2018, and re-elected in 2022.

The next election for Secretary of State takes place in 2026.

Office Overview

The office of the Georgia Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins at the next session of the state legislature following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary of State
- Director of External Affairs
- General Counsel
- Chief Operating Officer
- Chief Information Officer
- Chief Financial Officer
- Director, Corporations
- Director, Elections
- Director, Professional Licensing
- Director, Securities & Charities

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with election supervisors in Georgia’s 159 counties. Election related duties of the office (with respect to state and federal elections) include:

- Serves as an ex officio member of the State Election Board
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Certifies voting systems for use in the state
- Receives candidate filings; files and verifies ballot access petitions
- Certifies the list of candidates for ballot placement
- Provides training to election officials
- Provides forms and other materials to election officials
- Compiles county election returns; canvasses, certifies, and reports results

Business Services/Charities

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs.
- Charitable organizations, paid solicitors, and solicitor agents
- Child support collectors, cable and video service providers, and structured settlement purchase companies

The office also:

- Registers trademarks and service marks
- Enforces state charitable solicitation laws

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources. The office also coordinates with the Georgia Board of Cemeterians to administer state cemetery/funeral laws.

Professional Licensing

The Secretary of State oversees the Professional Licensing Division, which provides administrative support to 42 licensing boards, including processing applications and handling complaints.

Other Duties

Additional duties of the Secretary of State include:

- Publishes a directory of state and county officials
- Publishes legislative district maps
- Prepares commissions for the Governor’s signature
- Serves as custodian of the state seal
- Attests and affixes the state seal to official acts of the Governor
- Files and/or maintains legislative acts, state land records, grants issued by the state, and various other state records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Idaho Secretary of State is Phil McGrane (R). Secretary McGrane was elected in 2022.

The next election for Secretary of State takes place in 2026.

Office Overview

The office of the Idaho Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term, subject to state Senate confirmation.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief Deputy Secretary of State
- Deputy Secretary, Policy
- Deputy Secretary, Legal
- Director, Business Services
- Director, Elections
- Director, Executive & Leg. Affairs
- Director, Information Technology
- Director, Communications
- Director, Financial

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks in Idaho’s 44 counties. Election related duties of the office (with respect to state and federal elections) include:

- Obtains and maintains uniformity in the application, operation, and interpretation of election laws
- Provides directives and instructions for conducting elections
- Prescribes the form and content of election materials
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Certifies voting systems for use in the state
- Compiles county election returns for the state canvass and reports results
- Serves on the State Canvassing Board

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents.
- Registers trademarks
- Registers video service providers

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Maintains the state will registry
- Publishes the Idaho Blue Book
- Receives tort claims against the state
- Files facsimile signature certificates
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions, pardons, and other official documents signed by the Governor
- Files and maintains legislative acts, executive orders, oaths of office, conveyances to the state, and various other state records and documents
- Serves on the State Board of Land Commissioners and the State Board of Examiners

About the Office

Duties and Responsibilities

Current Secretary

The current Illinois Secretary of State is Alexi Giannoulias (D). Secretary Giannoulias was elected in 2022.

The next election for Illinois Secretary of State takes place in 2026.

Office Overview

The office of the Illinois Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the second Monday of January following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor appoints someone to serve for the remainder of the term, or until the next general election, depending on the duration of the unexpired term.

Office Structure

Office structure includes the following divisions/functions:

- Administrative Hearing
- Archives
- Business Services
- Communications
- Court of Claims
- Driver Services
- State Library
- Index
- Information Technology
- Inspector General
- Legislative Affairs
- Merit Commission
- Organ/Tissue Donation
- Physical Services
- Secretary of State Police
- Securities
- Vehicle Services

The Secretary of State oversees 21 different departments, ranging from vehicle and driver services to the state archives and library. Some of the duties that the Illinois Secretary of State has in common with other Secretary of State offices include:

Ethics/Lobbyist Filings

The Secretary of State files economic interest statements (for state officials and employees), registers lobbyists, and files lobbyist reports.

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, LLPs, LLLPs.

The office also:

- Files UCC financing statements and other lien documents.
- Registers trademarks and service marks
- Registers art auction houses, credit services organizations, and ticket brokers

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Archives

The Secretary of State oversees the Illinois State Archives and the State Library, which collect, preserve, and provide public access to state records and historical documents, and administers state records management programs.

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Other Duties

Additional duties of the Secretary of State include:

- Oversees vehicle/driver services
- Publishes the Illinois Administrative Code and Illinois Register
- Publishes the Illinois Blue Book
- Serves as custodian of the state seal
- Issues certificates of election for state and county officials
- Files facsimile signature certificates
- Maintains records of appointments to boards and commissions
- Files and/or maintains legislative acts, executive records, oaths and bonds of office, municipal incorporations, and various other state records and municipal documents

About the Office

Duties and Responsibilities

Current Secretary

The current Indiana Secretary of State is Diego Morales (R). Secretary Morales was elected in 2022.

The next election for Indiana Secretary of State takes place in 2026.

Office Overview

The office of the Indiana Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on January 1st following the election.

The Secretary of State is subject to a two-term limit.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary of State
- Chief Legal Counsel
- Co-Directors, Elections
- Commissioner, Securities
- Director, Auto Dealers Services
- Director, Business Services
- Director, Information Technology

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with the Indiana Election Commission, Indiana Election Division, and circuit court clerks in Indiana’s 92 counties. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Investigates potential violations of election law; assists in prosecuting violations
- May require an audit of election procedures
- Prescribes uniform election forms for use in the state
- Files and maintains campaign finance reports
- Receives candidate filings; files ballot access petitions
- Certifies the list of candidates for ballot placement
- Administers an election official training/certification program
- Maintains and updates precinct maps
- Compiles county election returns; canvasses, certifies, and reports results

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents.
- Registers trademarks and service marks
- Registers precious metal dealers

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The office also authenticates notarized public documents for use in foreign countries.

Securities

The Secretary of State’s registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Other Duties

Additional duties of the Secretary of State include:

- Oversees auto dealer services (issues auto dealer licenses)
- Attests commission issued by the Governor
- Files and/or maintains legislative acts, bonds of office, state contracts, and various other state records and documents
- Serves on the Motor Vehicle Sales Advisory Board, Business Law Survey Commission, and Indiana Code Revision Commission.

About the Office

Duties and Responsibilities

Current Secretary

The current Iowa Secretary of State is Paul D. Pate (R). Secretary Pate was elected in 2014, and re-elected in 2018 and 2022. He also previously served as Secretary of State from 1995-1998.

The next election for Iowa Secretary of State takes place in 2026.

Office Overview

The office of the Iowa Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on January 1st following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor appoints someone to serve for the remainder of the term, or until the next general election, depending on the duration of the unexpired term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary/Chief of Staff
- Deputy Secretary
- Chief Operating Officer
- Chief Information Officer
- Director, Business Services
- Director, Communications
- Director, Elections
- Director, Safe at Home

Elections

The Secretary of State is designated as the chief state election official under state law. The office administers state and federal elections in conjunction with county auditors in Iowa’s 99 counties. Election related duties of the office (with respect to state and federal elections) include:

- Prescribes uniform election practices, procedures, and forms
- Issues rules and guidance for the conduct of elections & election security
- Supervises and oversees election official activities; corrects activity not in compliance with election law; issues notice of technical infractions
- May examine election official records and require reports to ensure compliance with election law and assess security readiness
- Serves as the State Register of Voters
- Maintains the statewide voter registration database
- Receives candidate filings; files & verifies ballot access petitions
- Certifies the list of candidates for ballot placement
- Implements federal election laws and grant funding
- Adopts rules for testing and examination of voting systems
- Compiles county election returns for the state canvass and reports results
- Serves on the State Canvassing Board

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs.

The office also files UCC financing statements and other lien documents, and registers trademarks and service marks.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers Safe at Home, the state address confidentiality program
- Countersigns the Governor’s signature on commissions, proclamations, extraditions, and other official documents.
- Files/maintains legislative acts, commissions, land patents, municipal incorporations, and various other state records and municipal documents
- Serves on the Voter Registration Commission; the State Insurance Committee; Iowa Executive Council; and the State Records Commission
- Maintains the books and records of the State Land Office

About the Office

Duties and Responsibilities

Current Secretary

The current Kansas Secretary of State is Scott Schwab (R). Secretary Schwab was elected in 2018, and re-elected in 2022.

The next election for Kansas Secretary of State takes place in 2026.

Office Overview

The office of the Kansas Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the second Monday of January following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor appoints someone to serve until the next general election.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Assistant Secretary of State
- General Counsel
- Deputy, Administration
- Director, Communications/Policy
- Deputy, Business Services
- Deputy, Elections

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks and election commissioners in Kansas’ 105 counties. The office’s election related duties (with respect to state and federal elections) include:

- Adopts rules and regulations for election procedures and forms
- Appoints election commissioners in the four largest counties
- Maintains the statewide voter registration database
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files ballot access petitions
- Certifies the list of candidates for national and state office for ballot placement
- Implements federal election laws and grant funding
- Certifies voting systems for use in the state
- Provides training/instruction to county election officials
- Compiles county election returns for the state canvass and reports results for all national and state offices
- Serves on the State Board of Canvassers

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business records. Many business entities are required to register with the Secretary of State’s office, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Registers athlete agents
- Registers cemetery organizations
- Enforces financial reporting provisions of state cemetery laws

Notaries/Authentications

The Secretary of State administers the notary public application process and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Kansas Administrative Regulations and Kansas Register
- Files statements of substantial interest for candidates and public officials
- Countersigns the Governor’s signature on proclamations and commissions
- Files and/or maintains legislative acts, executive orders, commissions, oaths and bonds of office, and various other state records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Kentucky Secretary of State is Michael Adams (R). Secretary Adams was elected in 2019.

The next election for Kentucky Secretary of State takes place in 2023.

Office Overview

The office of the Kentucky Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

The Secretary of State is limited to two consecutive terms.

In there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term, or until a special election is held, depending on the duration of the unexpired term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Assistant Secretary of State
- Director, Elections
- Director, Administration
- Director, Business Services
- Director, Communications
- Director, External Affairs
- Senior Advisor
- Director of Rural Outreach

Elections

The Secretary of State is designated as the chief election official under state law.

The Secretary of State serves as chair of the State Board of Elections, which administers state and federal elections in conjunction with county boards of election and county clerks in Kentucky’s 120 counties.

The Secretary of State’s office administers the candidate filing and petition process, and certifies the list of candidates for placement on the ballot.

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Publishes occupational license tax forms for local tax districts

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Attests and affixes the state seal to official acts of the Governor
- Serves as custodian of the state seal
- Files and/or maintains legislative acts, executive orders, state land records, commissions, oaths and bonds of office, and various other state records and documents

About the Office**Duties and Responsibilities****Current Secretary**

The current Louisiana Secretary of State is Kyle Ardoin (R). Secretary Ardoin became interim Secretary of State in 2018, and was elected in a special election that year. He was re-elected to a full term in 2019.

The next election for Louisiana Secretary of State takes place in 2023.

Office Overview

The office of the Louisiana Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the second Monday of January following the election.

There are no term limits for the office.

A vacancy in the office is filled by the first assistant Secretary of State until the next regularly scheduled election, or a special election, depending on the duration of the unexpired term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- First Assistant Secretary of State
- Undersecretary
- General Counsel
- Internal Auditor
- Legislative Officer
- Press Secretary
- State Archivist
- Deputy, Business/UCC
- Commissioner of Elections
- Director, Human Resources
- Director, Information Technology
- Director, Museums
- Director, Outreach

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with clerks of court and registrars in Louisiana's 64 parishes. Election related duties of the office (with respect to state and federal elections) include:

- Serves as a member of the State Board of Election Supervisors
- Provides uniform rules and regulations for voter registration, voter education, and voting systems
- Maintains, prepares, and retains custody of all voting systems
- Certifies and procures voting systems for use in the state
- Maintains the statewide voter registration system
- Oversees the election compliance unit
- Implements federal election laws and grant funding
- Receives candidate filings; certifies the list of candidates for ballot placement
- Prepares and distributes ballots and other election materials
- Administers an election official training/certification program
- Compiles parish election returns; canvasses, certifies, and reports results

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State's office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs.
- Athlete agents, collection agencies, cable and video franchises, home service contract providers, motor vehicle service contract providers, structured settlement purchase companies, and managed service providers

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks, trade names, and service marks

Archives

The Secretary of State oversees the State Archives, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs. The office also operates nine museums throughout the state.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Maintains the state registry of wills and registry of living will declarations
- Publishes the code of governmental ethics and the roster of elected officials
- Serves as custodian of the state seal
- Attests and affixes the state seal to official acts of the Governor
- Countersigns, prepares, and maintains records of commissions
- Files and/or maintains legislative acts, oaths of office, and various other state records and municipal documents

About the Office

Duties and Responsibilities

Current Secretary

Shenna Bellows (D) serves as Maine’s 50th Secretary of State. Secretary Bellows was elected in 2020, and re-elected in 2022.

The next election for Maine Secretary of State takes place in 2024.

Office Overview

The office of the Maine Secretary of State is a state constitutional office.

The Secretary of State is elected by the state legislature every two years at the first session of the legislature following the general election (the first Wednesday in December).

The term of office begins no less than 30 days following the election for Secretary of State.

The Secretary is limited to four (2 year) terms for the office.

In the event of a vacancy in the office, the first deputy Secretary of State serves as acting Secretary until a Secretary of State is elected by the legislature.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief Deputy
- Deputy, Communications
- Deputy, Constituent Services
- Deputy, Corporations, Elections
- Deputy, Information Services
- Deputy, Bureau of Motor Vehicles
- Deputy, Policy Advisor
- Deputy, Diversity, Equity and Inclusion
- State Archivist
- Director, Corp./UCC/Commiss.
- Director, Elections

Elections

The Secretary of State is designated as the chief state election official under state law. The office administers state and federal elections in conjunction with municipal clerks in approximately 500 municipalities throughout Maine. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Adopts rules for voting systems used in the state
- Establishes the form and content of election forms and other documents
- Prepares and distributes ballots and other election materials
- Administers an election official training program (starting 2024)
- Compiles municipal election returns; canvasses and reports results
- Conducts post-election audits (starting 2025)

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents.
- Registers marks (including trademarks and service marks)
- Oversees the Bureau of the Special Advocate (Small Business Advocate)

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

State Archives

The Secretary of State oversees the State Archives, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs.

Other Duties

Additional duties of the Secretary of State include:

- Oversees the state Bureau of Motor Vehicles
- Administers the state address confidentiality program
- Countersigns, prepares, and maintains records of commissions
- Administers the state boards and commissions program
- Serves as custodian of the state seal
- Files and maintains legislative acts, executive records, and various other state records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Maryland Secretary of State is Susan Lee (D). Secretary Lee was appointed by the Governor in 2023.

Office Overview

The Maryland Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of Maryland was elected in 2022.

The Governor is limited to two consecutive terms in office.

The next election for Governor takes place in 2026.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary of State
- Chief of Staff
- Asst. Secretary, Admin/Support
- Asst. Secretary, Charities/Legal
- Asst. Secretary, State Documents
- Director, Address Confidentiality

Elections

The Secretary of State carries out the following election related duties:

- Receives petitions for referendum
- Certifies political party candidates to the presidential primary ballot
- Serves on the State Canvassing Board

Charities/Other Entities

A variety of organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Charitable organizations, professional solicitors, fund-raising counsel, and public safety solicitors
- Condominiums, timeshares, housing authorities, and community associations

The office also:

- Registers trademarks, service marks, and insignia
- Files disclosures for businesses that contract with the state
- Investigates potential violations of charitable solicitation laws

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The office also authenticates notarized public documents for use in foreign countries.

International Relations

The Secretary of State serves as chair of the Governor’s Subcabinet for International Affairs, promotes citizen exchanges between institutions and their foreign counterparts, and conducts the Maryland sister states program.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Code of Maryland Regulations and Maryland Register
- Administers the state address confidentiality program
- Files interstate and international contracts and agreements
- Files manual signature certificates
- Serves as custodian of the state seal
- Administers executive functions (pardons, executive orders, extraditions)
- Maintains records of commissions issued by the Governor
- Files and maintains official acts of the Governor and various other executive records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Massachusetts Secretary of the Commonwealth is William Galvin (D). Secretary Galvin was elected in 1994, and has been re-elected every four years since, most recently in 2022.

The next election for Massachusetts Secretary of State takes place in 2026.

Office Overview

The office of the Massachusetts Secretary of the Commonwealth is a state constitutional office.

The Secretary of the Commonwealth is elected by popular vote every four years.

The term of office begins on the third Wednesday in January following the election.

There are no term limits for the office.

A vacancy in the office is filled by the first deputy, until an appointment is made by a joint session of the state legislature.

Office Structure

Office structure includes the following division/functions:

- Archives
- Address Confidentiality Program
- Citizens Information Service
- Corporations
- Commonwealth Museum
- Elections
- Lobbyists
- Massachusetts Historical Commission
- Public Records
- Publications and Regulations
- Registries of Deed
- Securities
- State House Bookstore
- State House Tours

Elections

The Secretary of the Commonwealth is designated as the chief state election official under state law. The office administers state and federal elections in conjunction with clerks and registrars in Massachusetts’ 351 municipalities. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration system
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Approves voting systems for use in the state
- Prepares and distributes ballots and other election materials
- Compiles municipal election returns for the state canvass and reports results

Business Services

The Secretary of the Commonwealth files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Registers providers of vehicle protection warranties

Archives

The Secretary of the Commonwealth oversees the State Archives which collects, preserves, and provides public access to state records and historical documents. The Secretary of State serves as chair of the State Historical Commission and oversees the Commonwealth Museum. The office also administers state records management programs.

Securities

The Secretary of the Commonwealth registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of the Commonwealth include:

- Files and indexes deeds and other land records (Registries of Deeds)
- Publishes the Code of Massachusetts Regulations, the Massachusetts Register, and the Central Register.
- Administers the state address confidentiality program
- Registers members of clergy authorized to perform marriages
- Serves as custodian of the state seal
- Files legislative acts and various other state records and documents
- Files and maintains lobbyist reports

About the Office**Duties and Responsibilities****Current Secretary**

The current Michigan Secretary of State is Jocelyn Benson (D). Secretary Benson was elected in 2018, and re-elected in 2022.

The next election for Michigan Secretary of State takes place in 2026.

Office Overview

The office of the Michigan Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first day of January following the election.

The Secretary of State is limited to two terms in office.

If there is a vacancy in the office, the Governor fills the vacancy by appointment.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief of Staff
- Deputy Chief of Staff
- Chief Legal Dir., Legal Serv. Adm.
- Chief External Affairs Officer
- Director, Cust. Service Bureau
- Director, Financial Serv. Bureau
- Director, Bureau of Elections

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with over 1600 local and county clerks throughout Michigan. Election related duties of the office (with respect to state and federal elections) include:

- Issues instructions and rules for the conduct of elections
- Has supervisory control over election officials in the performance of their duties
- Advises and directs election officials on proper methods of conducting elections
- Requires reports from election officials as deemed necessary
- Investigates and refers to law enforcement potential violations of election laws
- Prescribes and requires uniform forms and other election materials
- Maintains the statewide voter registration system
- Implements federal election laws and grant funding
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files & verifies ballot access petitions
- Provides training/accreditation and continuing education for election officials
- Compiles county election returns for the state canvass and reports results
- Provides staff support to the Board of State Canvassers
- Advises and directs the completion of post-election audits

Commercial Services

The Secretary of State files UCC financing statements and other lien documents. The Secretary of State also licenses and inspects car dealerships, automobile repair facilities, and automobile mechanics, as well as driver education companies.

Notaries

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Oversees motor vehicle registration, state ID, and driver's license services, including over 130 in-person offices as well as self-service stations, mail, and online operations
- Serves as custodian of the state seal

About the Office

Duties and Responsibilities

Current Secretary

The current Minnesota Secretary of State is Steve Simon (D). Secretary Simon was elected in 2014, and re-elected in 2018 and 2022.

The next election for Minnesota Secretary of State takes place in 2026.

Office Overview

The office of the Minnesota Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor appoints someone to serve the remainder of the term, or until the next general election, depending on the duration of the unexpired term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary of State
- Deputy Secretary, Operations
- Deputy Secretary, Elections
- Director, Address Confidentiality
- Director, Business Services
- Director, Communications
- Director, Government Relations
- Director, Human Resources
- Chief Information Officer
- General Counsel

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county auditors in Minnesota’s 87 counties. Election related duties of the office (with respect to state and federal elections) include:

- Provides instructions to election officials on complying with election laws
- Develops forms to be used as deemed necessary for conducting elections
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files & verifies ballot access petitions
- Certifies the list of candidates for ballot placement
- Certifies voting systems for use in the state
- Administers an election official training/certification program
- Maintains a database of precinct and election district boundaries
- Compiles county election returns for the state canvass and reports results
- Serves on the State Canvassing Board

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Registers international student exchange organizations

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the address confidentiality program
- Administers the state boards and commissions application process
- Serves as custodian of the state seal
- Publishes the state Legislative Manual (blue book)
- Files waivers of intercollegiate athletic eligibility
- Files reports on postsecondary study abroad programs
- Files and/or maintains legislative acts, executive orders, oaths of office, and various other state records and municipal documents
- Serves on the State Executive Council and the State Board of Investment

About the Office**Duties and Responsibilities****Current Secretary**

The current Mississippi Secretary of State is Michael Watson (R). Secretary Watson was elected in 2019.

The next election for Mississippi Secretary of State takes place in 2023.

Office Overview

The office of the Mississippi Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on Thursday after the state House ascertains and determines election results.

There are no term limits for the office.

If there is a vacancy in the office, the state legislature determines the mode of filling the vacancy. If the vacancy is due to an emergency, the Governor appoints someone to serve the remainder of the term.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief of Staff
- Chief Administrative Officer
- Chief Information Officer
- Asst. Sec., General Counsel
- Asst. Sec., Charities
- Asst. Sec., Comms. & Publications
- Asst. Sec., Business Serv. & Regs.
- Asst. Sec., Elections
- Asst. Sec., Gulf Coast
- Asst. Sec., External Affairs
- Asst. Sec. Public Lands
- Asst. Sec., Securities
- Director of Finance

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with circuit clerks in Mississippi's 82 counties. Election related duties of the office (with respect to state and federal elections) include:

- Serves on the State Board of Election Commissioners
- Maintains the statewide voter registration database (system/equipment)
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files ballot access and ballot measure petitions
- Implements federal election laws and grant funding
- Issues instructions and procedures for the use of voting systems
- Administers an election official training/certification program
- Compiles county election returns; declares and reports results

Business Services & Regulation

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State's office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Registers commercial registered agents
- Registers and regulates athlete agents and scrap metal dealers
- Implements the state Prened Cemetery and Funeral Registration Act
- Regulates notaries, administers the notary public application process, and appoints/commissions notaries
- Authenticates notarized public documents for use in foreign countries.

Charities

The Secretary of State registers charitable organizations and professional fund raisers/solicitors, and investigates potential violations of state charitable solicitation laws.

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Public Lands

The Secretary of State serves as the State Land Commissioner, and oversees the sale, lease, and acquisition of all state lands

Other Duties

Additional duties of the Secretary of State include:

- Implements the state Administrative Procedures Law
- Publishes the Mississippi Administrative Code and Administrative Bulletin
- Publishes the Mississippi Statistical Register (blue book)
- Maintains a listing of state agencies, boards, and commission
- Attests all commissions issued by the Governor
- Files and/or maintains legislative acts, land records, executive orders, and various other state records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Montana Secretary of State is Christi Jacobsen (R). Secretary Jacobsen was elected in 2020. The next election for Montana Secretary of State takes place in 2024.

Office Overview

The office of the Montana Secretary of State is a state constitutional office. The Secretary of State is elected by popular vote every four years. The term of office begins on the first Monday of January following the election. The officeholder is limited to serving in office for no more than 8 years in a 16-year period.

In the event of a vacancy in the office, the Governor appoints someone to fill the vacancy until the next general election.

Office Structure

Office structure includes the following divisions/functions:

- Administrative Rules
- Business Services
- Elections and Voter Services
- Official Records and Notary
- Operations

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks and recorders in Montana’s 56 counties. Election related duties of the office (with respect to state and federal elections) include:

- Maintains uniformity in the application, operation, and interpretation of election law; prescribes forms for use in conducting elections
- Provides directives, instructions, and advisory opinions to election officials
- May require election officials to provide information as deemed necessary
- Adopts rules for the security of statewide election infrastructure
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access petitions
- Certifies the list of candidates for ballot placement
- Certifies voting systems for use in the state
- Provides training/certification and continuing education for election officials
- Compiles county election returns for state canvass and reports results
- Serves on the State Canvassing Board

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LLPs, and LLLPs.

The office also files UCC financing statements and other lien documents, registers trademarks and service marks, and registers commercial registered agents.

Records Management

The Secretary of State oversees the records management and information division, which is responsible for storing and managing state and local public documents.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Administrative Rules of Montana and the Montana Administrative Register
- Serves as custodian of the state seal
- Attests and affixes the state seal to official acts of the Governor
- Files and/or maintains legislative acts, executive records, and various other state records and documents
- Serves on the Board of Examiners and Board of Land Commissioners

About the Office**Duties and Responsibilities****Current Secretary**

The current Nebraska Secretary of State is Bob Evnen (R). Secretary Evnen was elected in 2018, and re-elected in 2022.

The next election for Nebraska Secretary of State takes place in 2026.

Office Overview

The office of the Nebraska Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Thursday after the first Tuesday in January following the election.

There are no term limits for the office.

A vacancy in the office is filled by the Governor.

Office Structure

Office structure includes the following divisions/functions:

- Elections
- Business Services
- International
- Licensing
- Rules and Regulations
- Records Management

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks and election commissioners in Nebraska's 93 counties. Election related duties of the office (with respect to state and federal elections) include:

- Supervises the conduct of elections and decides election law disputes
- Enforces and makes uniform interpretations of election law
- Adopts rules and regulations for conducting elections
- May review the practices and procedures of election officials
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Approves voting systems for use in the state
- Provides training to election officials
- Compiles county election returns for state canvass and reports results
- Serves on the State Canvassing Board

Business Services/Licensing

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register (or be licensed with) with the Secretary of State's office in order to operate or conduct business in the state, including:

- Corporations and LLCs
- Athlete agents, collection agencies, debt management companies, home inspectors, private detectives, and truth and deception examiners

The office also files UCC financing statements and other lien documents, and registers trademarks and service marks.

International Relations

The Secretary of State serves as the state Chief Protocol Officer and seeks to develop trade, cultural, and educational relations with other countries.

Records Management

The Secretary of State serves as the State Records Administrator and assists state and local government agencies in storing and managing records.

Notaries/Authentications

The Secretary of State administers the notary public application process and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Publishes the Nebraska Administrative Code
- Serves as custodian of the state seal
- Attests and affixes the state seal to all commissions issued by the Governor
- Files and/or maintains legislative acts, commissions, and various other state records and documents
- Serves on the Real Estate Commission, Records Board, Collection Agency Licensing Board, Pardons Board, and Accountability & Disclosure Commission

About the Office

Duties and Responsibilities

Current Secretary

The current Nevada Secretary of State is Francisco V. Aguilar (D). Secretary Aguilar was elected in 2022.

The next election for Nevada Secretary of State takes place in 2026.

Office Overview

The office of the Nevada Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Tuesday after the first Monday in January following the election.

The Secretary of State is limited to two terms in office.

In the event of a vacancy in the office, the Governor appoints someone to serve until the next general election.

Office Structure

Office structure includes the following divisions/functions:

- Secretary of State
- Chief Deputy
- Deputy, Commercial Recordings
- Deputy, Southern Nevada
- Deputy, Operations
- Deputy, Elections
- Deputy, Securities
- Public Information Officer
- Administrator, Business Portal

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks and registrars in Nevada’s 17 counties. Election related duties of the office (with respect to state and federal elections) include:

- Responsible for the execution and enforcement of election law
- Adopts regulations for the conduct of elections and prescribes election forms
- May issue interpretations of election law and take action as necessary for the effective administration of elections
- Maintains the statewide voter registration database
- Files and maintains campaign finance and lobbyist reports
- Approves voting systems for use in the state
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Provides election cybersecurity training for election officials
- Compiles county election returns for state canvass and reports results
- Serves on the State Canvassing Board

Business Services/Licensing

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, LLPs, and LLLPs
- Charitable organizations, document preparation service providers, and video service providers

The office also:

- Issues state business licenses
- Licenses and regulates athlete agents
- Files UCC financing statements and other lien documents
- Registers trademarks, trade names, and rights of publicity

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Files and maintains healthcare directives (Advanced Directive Registry)
- Registers domestic partnerships
- Maintains a list of marriage officiants
- Files financial disclosure statement for candidates and public officials
- Files facsimile signature certificates
- Attests and affixes the state seal to official acts of the Governor
- Files and/or maintains official acts of the governor and other state records
- Serves on the Board of Prison Commissioners; the State Board of Examiners; the State Records Committee; and the Executive Branch Audit Committee

About the Office

Duties and Responsibilities

Current Secretary

The current New Hampshire Secretary of State is David Scanlan (R). Secretary Scanlan assumed the role of acting Secretary in January of 2022, and was elected by the legislature in December of 2022.

The next election for New Hampshire Secretary of State takes place in 2024.

Office Overview

The office of the New Hampshire Secretary of State is a state constitutional office.

The Secretary of State is elected by the state legislature on the first Wednesday in December every two years.

The term of office begins on the first Wednesday after the first Tuesday in January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the Deputy Secretary of State assumes the duties of the office until a Secretary of State is elected by the legislature.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Senior Deputy, Constitutional
- Senior Deputy Secretary
- Chief of Staff
- State Archivist
- Director, Elections
- Director, Corporations
- Director, Securities
- Director, Vital Records
- Director, Communications

Elections

The Secretary of State is designated as the chief state election official under state law. The office administers state and federal elections in conjunction with municipal clerks in 234 towns and 25 unincorporated areas throughout New Hampshire. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files ballot access petitions
- Prepares and distributes ballots and other election materials
- Compiles state election returns; declares and reports results

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register (or be licensed with) the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Athlete agents, auctioneers, bonded warehouses, hawkers and peddlers, and, itinerant vendors,

The office also files UCC financing statements and other lien documents, and registers tradenames.

State Archives/Vital Records

The Secretary of State oversees the Division of Archives and Records Management, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs. The Secretary of State also oversees the Division of Vital Records.

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Maintains the records of Governor and Council Meetings
- Administers the application process for commissioners of deeds and justices of the peace
- Administers the filing process for the Board of Claims
- Issues special licenses to perform marriages
- Files petroleum sales contracts
- Serves as custodian of the state seal
- Files and maintains legislative acts and various other state records
- Serves on the New Hampshire Canadian Trade Council

About the Office

Duties and Responsibilities

Current Secretary

The current New Jersey Secretary of State is Tahesha Way. Secretary Way was appointed by the Governor in 2018.

Office Overview

The New Jersey Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of New Jersey was elected in 2017, and re-elected in 2021.

The next election for Governor takes place in 2025.

The Governor is limited to two consecutive terms in office.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Chief of Staff
- Assistant Secretary of State
- Deputy Chief of Staff
- Director, Communications
- Division/Office Leadership:
 - Archives & Museum
 - Business Action Center
 - Center for Hispanic Policy & Dev.
 - Council on the Arts
 - Cultural Trust
 - Historical Commission
 - Motion Picture/Television Comm.
 - Office of Volunteerism
 - Office of Faith Based Initiatives
 - Travel & Tourism

The Secretary of State oversees a variety of different offices and programs, ranging from elections to travel and tourism. Some of the duties that the New Jersey Secretary of State has in common with other Secretary of State offices include:

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks and boards of election in New Jersey's 21 counties. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files ballot access petitions
- Certifies the list of candidates to be placed on the ballot
- Provides forms and other materials to election officials
- Certifies voting systems for use in the state
- Compiles county election returns for the state canvass and reports results

Business Support/Economic Development

The Secretary of State oversees the Business Action Center, which includes of a variety of offices and initiatives that assist and support businesses and promote economic development, including the Office of Business Advocacy, the Office of Export Promotion, the Office of Planning Advocacy, the Office of Travel and Tourism, and the Motion Picture and Television Commission.

Archives/Arts and Culture

The Secretary of State oversees the State Archives, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs. The office also oversees the New Jersey State Museum, the Council on the Arts, the Cultural Trust, and the Historical Commission.

Other Duties

Additional duties of the Secretary of State include:

- Maintains the state will registry
- Certifies civil celebrants to solemnize marriages or civil unions
- Serves as state liaison to the U.S. Census Bureau
- Serves as custodian of the state seal
- Countersigns all grants and commissions issued by the Governor
- Files and maintains legislative acts, executive records, and various other state records and documents
- Oversees the Governor's Office of Volunteerism
- Oversees the Office of Faith Based Initiatives
- Oversees the Center for Hispanic Policy, Research and Development
- Oversees the Martin Luther King Jr. Commemorative Commission; the Commission on American Indian Affairs; the New Jersey-Israel Commission; and the Hellenic American Heritage Commission.

About the Office

Duties and Responsibilities

Current Secretary

The current New Mexico Secretary of State is Maggie Toulouse Oliver (D). Secretary Toulouse Oliver was elected in a special election in 2016, and was re-elected in 2018 and 2022.

The next election for New Mexico Secretary of State takes place in 2026.

Office Overview

The office of the New Mexico Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first day of January following the election.

The Secretary of State is limited to two consecutive terms in office.

In the event of a vacancy in the office, the Governor appoints someone to serve until the next general election.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Deputy Secretary of State
- Chief Information Officer
- Chief Financial Officer
- Director, Business Services
- Director, Communications
- Director, Elections

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks in New Mexico’s 33 counties. Election related duties of the office (with respect to state and federal elections) include:

- Supervises all elections and obtains and maintains uniformity in the application, operation and interpretation of election laws
- Issues rules to carry out election laws; approves all election forms
- Prepares instructions for the conduct of elections
- Maintains the statewide voter registration database
- Files and maintains campaign finance and lobbyist reports
- Implements federal election laws and grant funding
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies candidates and ballot measures for ballot placement
- Provides forms and other materials to election officials
- Provides training to election officials
- Certifies voting systems for use in the state
- Maintains a clearinghouse of voting district GIS data
- Compiles county election returns for state canvass and reports results
- Serves on the State Canvassing Board

Business Services/Licensing

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, LLPs, and LLLPs

The office also:

- Files UCC financing statements and other lien documents,
- Registers trademarks and service marks
- Registers regulates athlete agents

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Publishes the New Mexico Blue Book and the roster of public officials
- Files financial disclosures statements for candidates and public officials
- Files facsimile signature affidavits
- Attests and affixes the state seal to commissions issued by the Governor
- Files and maintains legislative acts and various other state records and documents.

About the Office

Duties and Responsibilities

Current Secretary

The current North Carolina Secretary of State is Elaine Marshall (D). Secretary Marshall was elected in 1996, and has been re-elected every four years since; most recently in 2020.

The next election for North Carolina Secretary of State takes place in 2024.

Office Overview

The office of the North Carolina Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first day of January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the Governor appoints someone to serve the remainder of the term, or until a special election is held at the next general election, depending on the duration of the unexpired term.

Office Structure

Office structure includes the following divisions/functions:

- Business Registration
- Charities
- Land Records
- Lobbying
- Notaries/Authentications
- Securities
- UCC

Business Services/Licensing

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register (or be licensed with) with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, LLPs, and LLLPs
- Professional fundraisers/solicitors
- Lobbyists, cable franchises, and business opportunity sales

The office also:

- Maintains a registry of licensed charitable organizations
- Files UCC financing statements and other lien documents,
- Registers trademarks and service marks

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

International Relations

The Secretary of State provides assistance to other agencies on protocol issues and the hosting of foreign dignitaries and leaders. The office files non-commercial international agreements.

Other Duties

Additional duties of the Secretary of State include:

- Registers trademarks and leads the NC Anti-Counterfeiting Task Force
- Assists local government with indexing of land records
- Administers a certification program for property mappers
- Maintains the state advance health care directive registry
- Files and maintains records of appointments to boards and commissions
- Files and maintains legislative acts, conveyances of real property to the state, oaths of office, and various other state records and documents
- Implements the Athlete Agents Act and registers athlete agents
- Maintains the public meeting calendar
- Serves as a member of the Local Government Commission

About the Office

Duties and Responsibilities

Current Secretary

The current North Dakota Secretary of State is Michael Howe (R). Secretary Howe was elected in 2022.

The next election for North Dakota Secretary of State takes place in 2026.

Office Overview

The office of the North Dakota Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first day of January following the election.

There are no term limits for the office.

If there is a vacancy in the office, the Governor fills the vacancy by appointment.

Office Structure

Office leadership/ structure includes the following:

- Secretary of State
- Deputy Secretary of State
- Director, Admin/Licensing
- Director, Business Services
- Director, Elections

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county auditors in North Dakota’s 53 counties. Election related duties of the office (with respect to state and federal elections) include:

- Supervises the conduct of elections; issues rules for implementing election law
- May examine election materials and voting systems to ensure compliance with state law and may direct that proper changes be made
- May investigate election officials for not performing duties or violating election law; may require reports from election official as necessary
- Provides standards for voting locations and election forms and materials
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Implements federal election laws and grant funding
- Certifies voting systems for use in the state
- Provides training to election officials
- Compiles county election returns for the state canvass
- Serves on the State Canvassing Board

Business Services/Licensing

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register (or be licensed with) with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, LLPs, and LLLPs
- Charitable organizations and professional fundraisers
- Contractors and home inspectors

The office also:

- Files UCC financing statements and other lien documents,
- Registers trademarks, trade names, and service marks
- Registers and regulates athlete agents

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Serves as the State Commissioner of Combative Sports
- Publishes the North Dakota Blue Book
- Posts public meeting notices for governing bodies
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions and other official documents signed by the Governor
- Files and/or maintains legislative acts, administrative rules, official acts of the Governor, oaths of office, conveyances to the state, and various other state records and documents
- Serves on the Board of University and School Lands, the Emergency Commission, and the State Historical Board

About the Office**Duties and Responsibilities****Current Secretary**

The current Ohio Secretary of State is Frank LaRose (R). Secretary LaRose was elected in 2018, and re-elected in 2022.

The next election for Ohio Secretary of State takes place in 2026.

Office Overview

The office of the Ohio Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the second Monday of January following the election.

The Secretary of State is limited to two consecutive terms in office.

In the event of a vacancy in the office, the Governor appoints someone to serve the remainder of the term, or until the next general election, depending on the duration of the unexpired term.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Chief of Staff
- Asst. Sec/Chief Operating Officer
- Senior Advisor
- Deputy Chief of Staff
- Director/Deputy, Business Services
- Director/Deputy, Elections
- Director/Deputy, Operations
- Director/Deputy, External Affairs
- Director/Deputy, Public Integrity

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county election boards in Ohio's 88 counties. Election related duties of the office (with respect to state and federal elections) include:

- Appoints members of county election boards
- May remove or suspend board members for neglect of duty, malfeasance, misfeasance, or nonfeasance in office, for any willful violation of Ohio election laws, or for any other good and sufficient cause
- Promulgates rules, issues directives, advisories, and memorandums to boards of elections regarding conducting elections
- Prescribes election forms and other materials
- May require reports from election officials as deemed necessary; may compel election official's compliance with election law
- May issue subpoenas, summon witnesses, examine records, and arrange hearings relating to the enforcement of election laws
- Investigates election fraud and irregularities
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings
- receives all initiative and referendum petitions on state questions and issues and determines and certifies the sufficiency of those petitions
- Certifies to the boards the forms of ballots and names of candidates for state offices, and the form and wording of state referendum questions and issues, as they shall appear on the ballot
- Certifies voting systems for use in the state
- Provides a training program for election officials
- Compiles county election returns; canvasses, certifies, and reports results

Business Services

The Ohio Secretary of State processes, maintains, and provides public access to a variety of business records. Many business entities are required to register with the Secretary of State's office to operate or conduct business in the state, including corporations, limited liability companies and partnerships. The office also records UCC financing statements, as well as trademarks, service marks, and name registrations.

The Ohio Secretary of State commissions and maintains records of all notaries public in Ohio. The Office investigates complaints of notary law violations and oversees education of notaries public.

As the authenticating officer for Ohio, the Secretary of State provides signed certificates of authenticity, also called an apostille, for a variety of documents used by individuals and entities abroad. This signed certificate authenticates the seals and signatures of officials on public documents, such as birth certificates, court orders, or other documents issued by an Ohio elected official.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Licenses ordained ministers
- Registers non-resident alien acquisitions of land
- Publishes a roster of federal, state, and local officials
- Appoints and commissions special police officers
- Countersigns all commissions issued by the Governor
- Files and/or maintains legislative acts, commissions, administrative rules, executive orders, municipal annexations, and various other state records and municipal documents
- Serves on the Ohio Redistricting Commission and the Ohio Ballot Board

About the Office

Duties and Responsibilities

Current Secretary

The current Oklahoma Secretary of State is Brian Bingman (R). Secretary Bingman was appointed by the Governor in 2020.

Office Overview

The Oklahoma Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of Oklahoma was elected in 2018, and re-elected in 2022.

The next election for Governor takes place in 2026.

The Governor is limited to two consecutive terms in office.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Deputy Secretary of State
- Counselor to Secretary of State
- Assistant Secretary of State
- Director, Business Services
- Director, Executive/Legislative Services
- Editor, Administrative Code

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Charitable organization, professional fundraisers, and professional solicitors
- Athlete agents

The office also:

- Files agricultural liens
- Registers trademarks, trade names, and service marks
- Registers successor-in-interest claims
- Files invention developer bonds and surface damage bonds
- File transmitting utility and railroad mortgages

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Serves as Secretary of Native American Affairs
- Publishes the Oklahoma Administrative Code and Oklahoma Register
- Files ballot measure petitions
- Appoints district judges to the Court on the Judiciary
- Files and posts meeting notices for state public bodies
- Registers foreign protection orders from other states
- Files tribal compacts, agreements, and settlements
- Files manual signature certificates
- Attests and affixes the state seal on commissions and other official document signed by the Governor
- Maintains records of executive appointments
- Files and/or maintains legislative acts, proclamations, pardon and parole records, oaths and bonds of office, and various other state, municipal, and tribal records and documents

About the Office

Duties and Responsibilities

Current Secretary

The current Acting Oregon Secretary of State is Cheryl Myers.

The next election for Oregon Secretary of State takes place in 2024.

Office Overview

The office of the Oregon Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

The officeholder is limited to serving no more than 8 years during a 12-year period.

In the event of a vacancy in the office, the Governor appoints someone to fill the vacancy until the next general election.

The Secretary of State is first in line of succession to the office of Governor.

Office Structure

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary/Tribal Liaison
- Chief of Staff
- Chief Legal & Risk Counsel
- Communications Director
- DEI Director
- Legislative Director
- State Archivist
- Audits Director
- Business Services Director
- Corporations Director
- Elections Director
- Human Resources Director
- Information Services Director

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks in Oregon’s 36 counties. Election related duties of the office (with respect to state and federal elections) include:

- Obtains and maintains uniformity in the application, operation and interpretation of election laws
- Adopts rules for the correct and efficient administration of elections
- Provides directives and instructions on election procedures
- Provides guidelines for determining precinct/electoral district boundaries
- Approves voting systems for use in the state
- Reviews county elections security plans
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Files and maintains campaign finance reports
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Compiles county election returns; canvasses, certifies, and reports results

Business Services (via the SoS Corporations Division)

- The Secretary’s Corporation Division files, maintains, and provides public access to a variety of entity and commercial records. Many entities are required to register with the Secretary of State in order to operate or conduct business in the state, including corporations, LLCs, LPs, LLPs, public benefit companies, nonprofits and charitable organizations.
- The division files UCC financing statements and other lien documents, and registers trademarks and service marks.
- Through the Corporation Division, the Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Chief Auditor

As the Chief Auditor of Public Accounts, the Secretary oversees the state audit division and aims to build trust between the people of Oregon and state government so Oregon’s public services can make a positive difference in peoples’ everyday lives.

State Archives

The Secretary of State oversees the State Archives, which:

- Collects, preserves, and provides public access to state records and historical documents, and administers state records management programs
- Publishes the Oregon Blue Book
- Files and maintains legislative acts, official acts of the Governor, oaths of office, and various other state records and documents

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Oregon Administrative Rules
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions and other official acts of the Governor
- Serves on the State Land Board and Oregon Sustainability Board

About the Office

Duties and Responsibilities

Current Secretary

The current Pennsylvania Secretary of State is Al Schmidt (R). Secretary Schmidt was appointed by the Governor in 2022.

Office Overview

The Pennsylvania Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of Pennsylvania was elected in 2022.

The next election for Governor takes place in 2026.

The Governor is limited to two consecutive terms in office.

Office Structure

Office leadership/structure includes:

- Secretary of the Commonwealth
- Executive Deputy Secretary
- Deputy, Elections/Commissions
- Deputy, Regulatory Programs
- Chief Counsel
- Dir., Campaign Fin./Lobbying Disc.
- Dir., Corporations/Charities
- Dir, Communications
- Dir., Elections
- Dir, Notaries/Comms./Legis.
- Dir., Finance and Operations
- Dir., Intergov. Affairs
- Dir., Legislative Affairs
- Dir., Office of Policy
- Dir., Enforcement/Investig.
- Dir., State Athletic Comm.

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county boards of election in Pennsylvania’s 67 counties. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- May require reports and data from election officials as deemed necessary
- Files and maintains campaign finance and lobbyist reports
- Receives candidate filings; files ballot access petitions
- Certifies the list of candidates for ballot placement
- Approves voting systems for use in the state and issues voting system directives
- Provides a poll worker training program for counties
- Compiles county election returns; canvasses, certifies, and reports results

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Charitable organization, professional solicitors, and fundraising counsel

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks, trade names, service marks, and insignia
- Registers athlete agents
- Enforces charitable solicitation laws

Professional Licensing

The Secretary of State’s office provides administrative, logistical, and legal support to 29 professional and occupational licensing boards and commissions.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Oversees the State Athletic Commission (boxing, wrestling, mixed martial arts)
- Issues commissions approved by the Governor
- Serves as custodian of the state seal
- Files facsimile signature certificates
- Attests and affixes the state seal to official acts of the Governor
- Files and/or maintains legislative acts, official acts of the Governor, warrants, pardons, commutations of sentences, and various other state records and documents.

About the Office

Duties and Responsibilities

Current Secretary

The current Puerto Rico Secretary of State is Omar Marrero (NPP). Secretary Marrero was appointed by the Governor in 2021.

Office Overview

The Puerto Rico Secretary of State is appointed by the Governor, subject to confirmation by the legislative assembly, and serves at the pleasure of the Governor.

The current Governor of Puerto Rico was elected in 2020.

The next election for Governor takes place in 2024.

There are no term limits for the Governor.

The Secretary of State is first in line of succession to the office of Governor.

Office Structure

Office structure includes the following divisions/functions:

- Administrative Documents
- Corporate Registration
- Foreign Affairs
- Examining Boards
- Passport Services
- Registration/Licensing

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register (or be licensed with) the Secretary of State's office in order to operate or conduct business in the commonwealth, including corporations and LLCs

The office also:

- Files UCC financing statements and other lien document
- Issues bingo licenses
- Registers intellectual property works
- Registers trademarks and tradenames

Professional Licensing

The Secretary of State's offices manages the licensing process for approximately 22 professions and trades regulated by examining boards. The office also oversees the registration/licensing of private and postsecondary educational institutions.

International Relations

The Secretary of State is responsible for promoting cultural, political, and economic relations with other countries, as well as other jurisdictions within the United States. The Secretary of State also coordinates with other offices on protocol matters, carries out trade missions, and administers a cultural and academic international exchange program.

Other Duties

Additional duties of the Secretary of State include:

- Serves as acting Governor during the Governor's absence
- Files and publishes administrative regulations
- Authenticates notarized public documents for use in foreign countries
- Processes passport applications
- Provides assistance to foreign citizens living in Puerto Rico
- Maintains a registry of foreign consuls
- Maintains records of appointments by the Governor
- Serves as custodian of the seal of Puerto Rico
- Attests and affixes the seal of Puerto Rico to commissions, pardons, and other official documents signed by the Governor
- Files and/or maintains legislative acts, official acts of the Governor, conveyances to Puerto Rico, and various other records.

About the Office

Duties and Responsibilities

Current Secretary

The current Rhode Island Secretary of State is Gregg Amore (D). Secretary Amore was elected in 2022.

The next election for Rhode Island Secretary of State takes place in 2026.

Office Overview

The Office of the Rhode Island Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Tuesday of January following the election.

The Secretary of State is limited to two consecutive terms in office.

A vacancy in the office is filled by the General Assembly. If the General Assembly is not in session when the vacancy occurs, it is filled by the Governor until the General Assembly is in session.

Office Structure

Office leadership/structure includes:

- Secretary of Staff
- Chief of Staff
- Deputy/Director, Administration
- Deputy/Director, Operations
- Director, Archives & Public Records
- Director, Communications
- Director, Business Services
- Director, Community Outreach and Engagement
- Director, Elections
- Director, Finance/Personnel
- Director, Information Technology
- Director, Intergov. Affairs
- Director, State Library
- Senior Advisor, Civic Programming & Special Projects

Elections

The Secretary of State is designated as the chief election official under State law. The Office administers State and federal elections in conjunction with the State Board of Elections, and municipal clerks in Rhode Island’s 39 municipalities. Election related duties of the Office (with respect to State and federal elections) include:

- Maintains the statewide voter registration database
- Files and maintains lobbyist reports
- Implements federal election laws and grant funding
- Receives candidate filings
- Oversees the preparation and printing of ballots
- Approves specifications for procuring voting systems
- Conducts cybersecurity assessments of election systems and facilities
- Provides cybersecurity training to election officials

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks
- Registers athlete agents

State Records/Archives

The Secretary of State oversees the State Archives, the State Library, and the Public Records Administration, which collect, preserve, and provide public access to state records and historical documents, and administer state records management programs.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The Office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Rhode Island Code of Regulations
- Administers the State Address Confidentiality Program
- Maintains a registry of state leases
- Provides probate forms to the public
- Issues one-day marriage officiant certifications
- Files and posts meeting notices for public bodies
- Maintains records of State boards and commissions
- Provides a directory of government officials and State agencies
- Serves as custodian of the State seal
- Issues and affixes the State seal to commissions
- Files and maintains legislative acts, executive orders, municipal ordinances, and various other State records and municipal documents.

About the Office

Duties and Responsibilities

Current Secretary

The current South Carolina Secretary of State is Mark Hammond (R). Secretary Hammond was elected in 2002, and has been re-elected every four years since, most recently in 2022.

The next election for South Carolina Secretary of State takes place in 2026.

Office Overview

The office of the South Carolina Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Wednesday following the second Tuesday in January following the election.

There are no term limits for the office.

A vacancy in the office is filled by the general assembly. If the general assembly is not in session when a vacancy occurs, it is filled by the Governor until the general assembly is in session.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Deputy Secretary/Chief Counsel
- General Counsel/Public Info. Dir.
- Director, Administration
- Director, Information Technology
- Director, Business Filings
- Director, Public Charities
- Director, Notaries/Commissions
- Chief Investigator

Business Services/Charities

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Charitable organizations, professional fundraisers, and nonprofit bingo raffles

The office also:

- Files UCC financing statements and other lien documents,
- Registers trademarks, service marks, and livestock brands or earmarks
- Registers business opportunities, employment agencies, and cable franchises
- Investigates potential violations of state charitable solicitation laws

Notaries/Authentications

The Secretary of State administers the notary public application process, issues notary commissions, and registers electronic notaries public. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Maintains records of appointments to state boards and commissions
- Countersigns and issues commissions signed by the Governor
- Files notifications for special purpose districts and publishes a biennial special purpose district directory
- Files and maintains various municipal documents, including municipal incorporations and annexations

About the Office

Duties and Responsibilities

Current Secretary

The current South Dakota Secretary of State is Monae Johnson (R). Secretary Johnson was elected in 2022.

The next election for South Dakota Secretary of State takes place in 2026.

Office Overview

The office of the South Dakota Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins in January following the election.

The Secretary of State is limited to two consecutive terms in office.

If there is a vacancy in the office, the Governor fills the vacancy by appointment, subject to state Senate confirmation.

Office Structure

Office structure includes the following divisions/functions:

- Election Services
- Business Services
- General Services

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county auditors in South Dakota’s 66 counties. Election related duties of the office (with respect to state and federal elections) include:

- Serves as chair of the State Board of Elections
- Maintains the statewide voter registration database
- Files and maintains campaign finance and lobbyist reports
- Implements federal election laws and grant funding
- Files ballot access/ballot measure petitions
- Compiles county election returns for state canvass and reports results
- Serves on the State Canvassing Board

Business/General Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Athlete agents, statewide raffle organizations, postsecondary education providers, and newspapers owners

The office also:

- Issues concealed carry pistol permits
- Files UCC financing statements and other lien documents
- Registers trademarks, service marks, publicity rights, emblems, and farm/ranch/home names
- Files cemetery financial reports, local bond statements, and environmental covenants

Notaries

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the state Legislative Manual (blue book)
- Performs administrative functions for the Board of Finance
- Files financial interest statements for candidates and public officials
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions, pardons, and other official documents signed by the Governor
- Files and/or maintains legislative acts, administrative rules, official acts of the Governor, state land records, appointments and commissions, conveyances to the state, oaths and bonds, and various other state records and documents.

About the Office

Duties and Responsibilities

Current Secretary

The current Texas Secretary of State is Jane Nelson (R). Secretary Nelson was appointed by the Governor in 2022.

Office Overview

The Secretary of State is appointed by the Governor, subject to state Senate confirmation, and serves at the pleasure of the Governor.

The current Governor of Texas was elected in 2014, and re-elected in 2018 and 2022.

The next election for Governor takes place in 2026.

There are no term limits for the Governor.

Office Structure:

Office leadership/structure includes:

- Secretary of State
- Deputy Secretary of State
- General Counsel
- Asst. Secretary, Border Affairs
- Asst. Secretary, Intl. Affairs
- Asst. Secretary, Communications
- Director, Business Filings
- Director, Elections
- Director, Admin. Services
- Director, Information Technology
- Director, Intl. Protocol/Trade
- Director, Public Filings

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county election administrators in Texas’ 254 counties. Election related duties of the office (with respect to state and federal elections) include:

- Obtains and maintains uniformity in the application, operation, and interpretation of election laws.
- Provides written directives and instructions on conducting elections
- May take appropriate action to protect the voting rights of citizens
- Appoints state election inspectors
- Prescribes forms for administering elections
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access petitions
- Certifies the list of candidates for ballot placement
- Certifies voting systems for use in the state
- Provides training/certification programs for poll workers and poll watchers
- Compiles county election returns for the state canvass and reports results
- Conducts post-election audits

Business Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Athlete agents, automobile service clubs, business opportunity sellers, credit services organizations, health spas, telephone solicitors, veterans organization solicitors, and public safety solicitors

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks and service marks

International Relations

The Secretary of State serves as the Chief Protocol Officer, coordinates and facilitates meetings between the Governor and international leaders, and represents the Governor at meetings with foreign diplomats. The Secretary also serves as the Governor’s liaison for Texas Border and Mexican Affairs.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Texas Register and Texas Administrative Code
- Administers the human trafficking prevention business partnership program
- Files and posts meeting notice for government bodies
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions signed by the Governor
- Files and/or maintains legislative acts, official acts of the Governor, commissions, court reports, and various other state records and documents

About the Office

Duties and Responsibilities

Current Lieutenant Governor

The current Utah Lieutenant Governor is Deidre Henderson (R). Lieutenant Governor Henderson was elected in 2020.

The next election for Utah Lieutenant Governor takes place in 2024.

Office Overview

The office of the Utah Lieutenant Governor is a state constitutional office.

The Lieutenant Governor is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the Governor appoints someone to serve the remainder of the term, subject to confirmation by the state legislature.

The Lieutenant Governor is first in line of succession to the office of Governor.

Office Structure

Office leadership/structure includes:

- Lieutenant Governor
- Director, Administrative Services
- Director, Elections
- Director, Election Systems
- Public Information Officer

Elections

The Lieutenant Governor is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks in Utah's 29 counties. Election related duties of the office (with respect to state and federal elections) include:

- Exercises direct authority over the conduct of elections
- Coordinates with election officials to ensure compliance with election law
- Maintains the statewide voter registration database
- Implements federal election laws and grant funding
- Receives candidate filings; files & verifies ballot access/ballot measure petitions
- Certifies voting systems for use in the state
- Compiles county election returns for state canvass and reports results

Notaries/Authentications

The Lieutenant Governor regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Lieutenant Governor include:

- Serves as acting Governor during the Governor's absence
- Serves as liaison between the Governor, the state legislature, and other government officials
- Serves as personal advisor to the Governor
- Serves on boards and commissions as designated by the Governor
- Determines the classification of new and consolidated municipalities
- Certifies local entity boundary actions
- Maintains a registry of local government and limited purpose entities
- Serves as custodian of the state seal
- Attests and affixes the state seal to official acts of the Governor
- Files and maintains official acts of the Governor

About the Office

Duties and Responsibilities

Current Secretary

The current Vermont Secretary of State is Sarah Copeland Hanzas (D). Secretary Copeland Hanzas was elected in 2022.

The next election for Vermont Secretary of State takes place in 2024.

Office Overview

The office of the Vermont Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every two years.

The term of office begins on the first Wednesday after the first Monday of January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the Governor appoints someone to serve the remainder of the term. The Governor may request the political party of the individual who vacated office to provide recommendations for a successor.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Deputy Secretary of State
- General Counsel
- State Archivist
- Chief Licensing Administrator
- Director, Administration Services
- Director, Campaign Fin./Elections
- Director, Professional Regulation

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with municipal clerks in Vermont’s 246 municipalities. Election related duties of the office (with respect to state and federal elections) include:

- Maintains the statewide voter registration database
- Files and maintains campaign finance and lobbyist reports
- Implements federal election laws and grant funding
- Prepares and distributes ballots and other election materials
- Receives candidate filings and ballot access/ballot measure petitions
- Certifies voting systems
- Compiles municipal election returns for state canvass and reports results
- Serves on the State Canvassing Board
- Conducts post-election audits

Business/General Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Data brokers, amusement rider operators, telemarketers, and fantasy sports operators

The office also files UCC financing statements and other lien documents, and registers trademarks and service marks

Professional Regulation

The Secretary of State provides administrative, investigatory, and legal support to the state boards and advisory groups that oversee licensure of 50 professions.

State Records/Archives

The Secretary of State oversees the Vermont State Archives & Records Administration, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Files and posts notice of proposed rules
- Provides for publication of the Code of Vermont Rules
- Administers the address confidentiality program
- Authorizes temporary marriage officiants
- Maintains a registry of state board and commissions
- Serves as custodian of the state seal
- Files and maintains legislative acts, conveyances to the state, land records, municipal charters, and various other state records and municipal documents
- Serves on the Legislative Apportionment Board

Virginia Secretary of the Commonwealth

About the Office

Current Secretary

The current Virginia Secretary of the Commonwealth is Kay Coles James (R). Secretary James was appointed by the Governor in 2022.

Office Overview

The Secretary of the Commonwealth is appointed by the Governor to a four-year term, subject to confirmation by the state general assembly.

The term of office begins on the Monday after the third Wednesday in January following the Governor's inauguration.

If there is a vacancy in the office, the Governor fills the vacancy by appointment for the remainder of the term, subject to confirmation by the general assembly.

The current Governor of Virginia was elected in 2021.

The next election for Governor takes place in 2025.

The Governor may not serve consecutive terms in office.

Office Structure

Office structure includes the following divisions/functions:

- Appointments
- Constituent Services
- Executive Clemency
- Extraditions
- Notaries
- Publishing
- Restoration of Rights

Duties and Responsibilities

Constituent Services

The Secretary of the Commonwealth manages the Governor's Office of Constituent Services and Community Engagement, which facilitates communication with the Governor's office and processes request for proclamations and other commemorative documents.

Organization Name Registration

The Secretary of the Commonwealth provides identity registration services for organizations, including organization names, mottos, logos, and insignias.

Notaries/Authentications

The Secretary of the Commonwealth regulates notaries, administers the notary public application process, and issues notary commissions (the Governor appoints notaries). The office also authenticates notarized public documents for use in foreign countries.

Judicial Processes

The Secretary of the Commonwealth processes and reviews executive clemency (pardon) petitions, manages extradition requests, and manages the restoration of civils rights process.

Other Duties

Additional duties of the Secretary of the Commonwealth include:

- Serves as ex officio Secretary to the Governor
- Serves as the Governor's liaison to Virginia Indian Tribes
- Publishes the Virginia Blue Book and the state organizational chart
- Serves as custodian of the state seal
- Administers the boards and commissions applications process
- Maintains a register of municipal, county, and district officers
- Files and/or maintains official acts of the Governor, executive records, appointments and commissions, interstate compacts, municipal boundary changes, and various other state records and municipal documents
- Serves as an ex officio member of the African American Advisory Board; the Asian Advisory Board; the Latino Advisory Board; the Council on Women; and the LGBTQ+ Advisory Board

About the Office

Duties and Responsibilities

Current Secretary

The current Lieutenant Governor of the Virgin Islands is Tregenza Roach (D). Lieutenant Governor Roach was elected in 2018, and re-elected in 2022.

The next election for Lieutenant Governor of the Virgin Islands takes place in 2026.

Office Overview

The office of the Lieutenant Governor is a Virgin Islands constitutional office.

The Lieutenant Governor is elected by popular vote every four years.

The term of office begins on the first Monday of January following the election.

The Lieutenant Governor is limited to two consecutive terms.

In the event of a vacancy in the office, the Governor appoints someone to serve for the remainder of the term, subject to confirmation by the legislature.

The Lieutenant Governor is first in line of succession to the office of Governor.

Office Structure

Office leadership/structure includes the following:

- Lieutenant Governor
- Chief of Staff
- Director, Corporations
- Director, Health Insurance Prog.
- Director, Banking/Finance Regul.
- Director, Information Systems
- Directors, Recorder of Deeds
- Directors, Passport Division
- GIS Administrator
- Tax Collector
- Tax Assessors

Business Services

The Lieutenant Governor files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Lieutenant Governor’s office in order to operate or conduct business in the Virgin Islands, including corporations, LLC, LPs, LLP, and LLLPs.

The office also files UCC financing statements and other lien documents, and registers trademarks and tradenames.

Securities (Banking/Finance/Insurance Regulation)

The Lieutenant Governor oversees the Division of Banking, Insurance, and Financial Regulation, which licenses and regulates banking, insurance, and financial services entities and service providers, and serves as a consumer protection agency. The Division’s responsibilities include registering and regulating securities and the sellers of securities.

The Lieutenant Governor serves as Chairman of the Virgin Islands Banking Board, Commissioner of Insurance, and Administrator of the Virgin Islands Uniform Securities Act.

Notaries/Authentications

The Lieutenant Governor regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Lieutenant Governor include:

- Serves as acting Governor during the Governor’s absence
- Oversees the Recorder of Deeds (records property deeds, mortgages, liens)
- Oversees the GIS division (manages GIS services for the Virgin Islands)
- Administers the Virgin Islands State Health Insurance Assistance Program
- Oversees the Office of Tax Assessor and the Office of Tax Collector (assesses and collects property taxes)
- Processes passport applications
- Serves as Administrator of the Virgin Islands Uniform Unclaimed Property Act and Chairman of the Insurance Advisory Committee.

About the Office

Duties and Responsibilities

Current Secretary

The current Washington Secretary of State is Steve Hobbs (D). Secretary Hobbs was appointed to fill a vacancy in 2021, and was elected in 2022. The next election for Washington Secretary of State takes place in 2024.

Office Overview

The office of the Washington Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the Wednesday after the second Monday in January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the Governor appoints someone to serve until the next general election.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Assistant Secretary of State
- Deputy Secretary
- State Archivist
- State Librarian
- Director, Corporations & Charities
- Director, Elections
- Director, Information Security & Response
- Director, Information Technology
- Director, Operations
- Legislative Director
- Director, Policy
- Director, External Affairs

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county auditors in Washington's 39 counties. Election-related duties of the office (with respect to state and federal elections) include:

- Serves on the state election administration and certification board
- Issues rules to facilitate the orderly and uniform administration of elections
- Develops uniform election forms and procedures
- Maintains the statewide voter registration database
- Files and maintains campaign finance reports
- Implements federal election laws and grant funding
- Certifies voting systems for use in the state
- Receives candidate filings; files/verifies ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Provides an election official training/certification program
- Conducts reviews of county election procedures
- Compiles county election returns; canvasses, certifies, and reports results

Business/General Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State's office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Charitable organizations, charitable trusts, and commercial fundraisers
- International student exchange organizations

The office also registers trademarks.

Archives

The Secretary of State oversees the Washington State Archives, which collects, preserves, and provides public access to state records and historical documents, and administers state records management programs.

Information Security & Response

The Secretary of State provides cybersecurity, information technology, and a messaging capability to support the integrity of the election process throughout Washington. Cyber and misinformation threats to the Washington state election process are identified, and appropriate action is taken to mitigate their impact.

Washington State Library

The Secretary of State connects Washingtonians to their history by employing digital initiatives and other preservation strategies to tell the stories of local communities and to celebrate our common heritage; contributing to the state's economic prosperity and cultural richness by supporting relevant and high-quality education, literacy and reading, and life-long learning.

Other Duties

Additional duties of the Secretary of State include:

- Authenticates notarized public documents for use in foreign countries
- Administers the state address confidentiality program
- Registers domestic partnerships
- Serves as custodian of the state seal, and attests and affixes the state seal to commissions, pardons, and other official documents signed by the Governor
- Files and maintains legislative acts, official acts of the Governor, oaths and bonds of office, and various other state records and documents

West Virginia Secretary of State

About the Office

Current Secretary

The current West Virginia Secretary of State is Mac Warner (R). Secretary Warner was elected in 2016, and re-elected in 2020.

The next election for West Virginia Secretary of State takes place in 2024.

Office Overview

The office of the West Virginia Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday after the second Wednesday in January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the political party of the individual who vacated office submits the names of three persons to the Governor, and the Governor appoints one of those individuals to serve the remainder of the term, or until the next general election, depending on the duration of the unexpired term.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Deputy Secretary/Chief of Staff
- Deputy Chief of Staff/Comm. Dir.
- General Counsel
- Chief Information Officer
- Chief Financial Officer
- Director, Administrative Law
- Director, Business/Licensing
- Director, Elections
- Director, Investigations
- Programs Director

Duties and Responsibilities

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction county clerks in West Virginia's 55 counties. Election related duties of the office (with respect to state and federal elections) include:

- Serves on the State Election Commission
- Issues rules and orders to standardize and effectuate election laws
- May require information and reports from election officials
- Investigates fraud, irregularities, and other election issues
- May issue subpoenas for witnesses, election records, and other materials and arrange hearings related to the enforcement of election laws
- Maintains the statewide voter registration database
- Files and maintains campaign finance reports
- Implements federal election laws and grant funding
- Receives candidate filings; files & verifies ballot access petitions
- Certifies the list of candidates for ballot placement
- Provides a training program for election officials
- Compiles county election returns and reports results
- Serves on the State Canvassing Board

Business/General Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities and other organizations are required to register with the Secretary of State's office in order to operate or conduct business in the state, including:

- Corporations, LLCs, LPs, and LLPs
- Charitable organizations, professional fundraisers, and fund-raising counsel
- Athlete agents, credit service organizations, marriage celebrants, scrap metal dealers, private investigators, security guards, litigation financiers, land reuse agencies, and purchasers of future payments.

The office also:

- Files UCC financing statements and other lien documents
- Registers trademarks trade names, and service marks

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/issues notary commissions. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Administers the state address confidentiality program
- Publishes the West Virginia Code of State Rules and State Register
- Posts public meeting notices for state agencies
- Serves as custodian of the state seal
- Maintains the executive journal (appointments to boards and commissions, executive orders, proclamations)
- Files and/or maintains executive records, interstate compacts, tax appeal decisions, oaths of office, and various other state records

About the Office

Duties and Responsibilities

Current Secretary

The current Wyoming Secretary of State is Chuck Gray (R). Secretary Gray was elected in 2022.

The next election for Wyoming Secretary of State takes place in 2026.

Office Overview

The office of the Wyoming Secretary of State is a state constitutional office.

The Secretary of State is elected by popular vote every four years.

The term of office begins on the first Monday in January following the election.

There are no term limits for the office.

In the event of a vacancy in the office, the political party of the individual who vacated office submits the names of three persons to the Governor, and the Governor appoints one of those individuals to serve until the next general election.

The Secretary of State is first in line of succession to the office of Governor.

Office Structure

Office leadership/structure includes the following:

- Secretary of State
- Deputy Secretary of State
- Chief Policy Officer/General Counsel
- Communications/Policy Director
- Director, Business Services
- Director, Compliance
- Director, Elections
- Director, Fiscal
- Director, Technology

Elections

The Secretary of State is designated as the chief election official under state law. The office administers state and federal elections in conjunction with county clerks in Wyoming’s 23 counties. Election related duties of the office (with respect to state and federal elections) include:

- Maintains uniformity in the application and operation of election laws
- Issues rules for uniform voting and vote counting procedures
- Issues directives and instructions to ensure the proper conduct of elections
- Prescribes forms for use in conducting elections
- Maintains the statewide voter registration database
- Files and maintains campaign finance and lobbyist reports
- Implements federal election laws and grant funding
- Receives candidate filings; files ballot access/ballot measure petitions
- Certifies the list of candidates and ballot measures for ballot placement
- Certifies voting systems for use in the state
- Oversees the training of election officials
- Compiles and reports county election returns
- Serves on the State Canvassing Board

Business/General Services

The Secretary of State files, maintains, and provides public access to a variety of business and commercial records. Many business entities are required to register with the Secretary of State’s office in order to operate or conduct business in the state, including corporations, LLCs, LPs, and LLPs. The office also registers trademarks trade names, and commercial registered agents.

Securities

The Secretary of State registers securities offered or sold in the state, registers and regulates individuals and firms selling securities, enforces state securities laws, and provides investor protection/education resources.

Notaries/Authentications

The Secretary of State regulates notaries, administers the notary public application process, and appoints/commissions notaries. The office also authenticates notarized public documents for use in foreign countries.

Other Duties

Additional duties of the Secretary of State include:

- Publishes the Wyoming Administrative Rules
- Serves as acting Governor during the Governor’s absence
- Files records of appointments and commissions
- Provides a directory of state agencies and employees
- Files facsimile signature certificates
- Serves as custodian of the state seal
- Attests and affixes the state seal to commissions and other official documents signed by the Governor
- Files and/or maintains legislative acts, proclamations, clemency documents, oaths of office, and various other state records
- Serves on the State Board of Land Commissioners, the State Building Commission, and the State Loan and Investment Board