

Governor are received and made "chapters" by the Secretary of State (Code State Government Article, sec. 2-1511). The Secretary also advertises and records all Governor's pardons and commutations. The Secretary is authorized to place upon the presidential primary ballot the names of those candidates determined to be generally advocated or recognized in the media (Code 1957, Art. 33, sec. 12-6). Through the Division of State Documents, all regulations promulgated by State agencies are published in the *Maryland Register* and the *Code of Maryland Regulations (COMAR)* (Code State Government Article, secs. 7-204 through 7-206).

Every two years the Secretary of State, with the State Archives, participates in the distribution of the *Maryland Manual* (Code State Government Article, sec. 9-1027).

SPECIAL POLICE / RAILROAD POLICE 974-5521

The Superintendent of the Maryland State Police reviews applications for the appointment of special police and railroad police and recommends to the Governor whether to grant or deny appointment. The Governor may accept or reject this recommendation. The Secretary of State assists the Governor in this process (Code 1957, Art. 41, sec. 4-901; Art. 23, sec. 256).

EXTRADITIONS 974-5530

Extradition is a process by which one state surrenders a person accused or convicted of an offense to another state having authority to try the charge. This process is administered by the Secretary of State on behalf of the Governor.

CERTIFICATIONS 974-5521

The Secretary of State is authorized to issue certifications of incumbency, manual signature registrations, and official copies of documents that are a matter of record in the Secretary's office (Code State Government Article, sec. 7-106). The Secretary is also authorized to issue the apostille certifying documents to be transmitted internationally.

DISCLOSURES 974-5521

Persons doing at least \$10,000 worth of business with the State or its subdivisions in a calendar year and who have made political contributions are required to file a disclosure with this office (Code 1957, Art. 33, sec. 30-2). Corporations whose business with the State or local governments aggregate \$100,000 in any one year are required to disclose certain information to the Secretary (Code State Finance and Procurement Article, sec. 13-221).

DIVISION OF INTERGOVERNMENTAL RELATIONS

Vacancy, *Director*

974-5540

The Secretary of State serves as the Governor's liaison to local governments. Each of Maryland's municipalities and counties is visited periodically to establish working contacts through which local problems can be recognized and effective solutions identified.

DIVISION OF CHARITABLE ORGANIZATIONS

Lois Hug, *Director*

974-5534

The Secretary of State regulates charitable organizations that are required to register and file fiscal reports annually. Professional solicitors and fund-raising counsel are also required to register and file fiscal reports annually (Code 1957, Art. 41, secs. 3-201 through 3-214). The regulation of raffles of real property by charitable organizations is also a function of this office.

Pursuant to Executive Orders of April 13, 1984, and March 26, 1985, the Secretary of State administers the United Charity Campaign of Maryland State employees and retirees.

DIVISION OF NOTARIES PUBLIC

Regina Harrison, *Director*

974-5520

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

DIVISION OF TRADEMARKS/SERVICE MARKS, HOUSING AUTHORITIES, CONDOMINIUMS & TIME-SHARES

Kathleen Wheeler, *Director*

974-5531

*Trademark & Service Marks.* If an applicant's mark is registrable, a certificate of registration is issued by the Secretary of State. Applications and information concerning registration are available upon request (Code 1957, Art. 41, secs. 3-101 through 3-114).

*Housing Authorities.* Under the Housing Authorities—Housing Cooperation Law, housing authorities cannot transact business or exercise powers until the Secretary of State reviews their articles of organization and issues a certificate of approval and a certificate of organization (Chapter 330, Acts of 1990).

*Condominiums.* The Secretary of State and the Attorney General are charged with enforcing