

ment. 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. 258).

EXTRADITIONS

(410) 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

(410) 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 also is authorized to issue the apostille certifying documents to be transmitted internationally.

DISCLOSURES

(410) 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 the Secretary of State (Code 1957, Art. 33, sec. 30-2). Persons 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

Contact: Vonzell R. Ward (410) 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*

(410) 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 also are required annually to register and file fiscal reports (Code Business Regulation Article, secs. 6-101 through 6-701). Raffles

of real property by charitable organizations also are regulated by this office.

Pursuant to Executive Order of January 1993, the Secretary of State administers the Maryland Charity Campaign of State employees and retirees.

DIVISION OF NOTARIES PUBLIC

Regina Harrison, *Director*

(410) 974-5520

The Secretary of State 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*

(410) 974-5531

Trademarks & 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 Business Regulation Article, secs. 1-401 through 1-415).

Housing Authorities. Under the Housing Authorities 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 (Code 1957, Art. 44A, sec. 1-205).

Condominiums. The Secretary of State and the Attorney General are charged with enforcing provisions of the Maryland Condominium Act. Residential condominiums offered for sale in the State of Maryland must be registered with the Secretary of State. Registration forms and information are provided upon request (Code Real Property Article, secs. 11-127 through 11-130).

Cooperatives. A developer who is converting an apartment house into a cooperative must file with the Secretary of State a copy of the notice of conversion and a list containing the name of each tenant to whom notice was given. State law also provides that the office of the Secretary of State establish a file of local legislation affecting cooperatives (Code Corporations and Associations Article, secs. 5-6B-05; 5-6B-09 through 5-6B-11).

Time-Shares. Since 1985, a developer of a time-share project has been required to file with the Secretary of State a public offering (disclosure) statement for the proposed project. If the Secretary of State determines that the public offering statement satisfies the requirements of the Maryland Real Estate Time-Sharing Act, an order of approval is issued (Code Real Property Article, secs. 11A-101 through 11A-129).