



ANNUAL REPORT

July 1, 2018 through June 30, 2019

MARYLAND OFFICE OF THE SECRETARY OF STATE

CHARITIES AND LEGAL SERVICES DIVISION

Kathleen M. Smith, Assistant Secretary

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The Charities and Legal Services Division is proud to issue its first Annual Report as Fiscal Year 2019 comes to a close. Among its many activities, the Charities and Legal Services Division regulates 80,000+ Notaries Public and 15,000+ Charitable organizations, as well as a myriad of other critical activities. This report will provide important information about the critical activities conducted by the Division. During these times when trust and ethical behavior of agencies and officials have come under increasing scrutiny and are center stage of discussion in our state and country, it is more important than ever to insure public awareness of the important work performed by the Charities and Legal Services Division.

Our neighbors from the Eastern Shore to those in the mountains of Western Maryland and in between rely upon trustworthy charities to make ends meet and to lend a hand during times of crisis. It is essential for those of us who can, to give back to our communities. Unfortunately, there are con artists parading around as reputable charities preying on a generous and unsuspecting public. Complaints lodged against sham charities are investigated by the Division. More than 15,000 charities are registered with the Division. The missions of these registered charities range from: providing the most basic needs such as food, shelter, and clothing; to focusing on literacy, domestic violence, the protection of animals, the preservation and promotion of the arts, and environmental causes; to those serving patients and families suffering from a broad array of diseases, and numerous other causes. Each charitable organization relies on our generosity to achieve their mission.

Notaries Public are sworn public officials. Notaries serve an important role in the prevention of fraud and protection of the parties involved by acting as official unbiased witnesses for various documents. Notaries Public are regulated and Commissioned by the division. As with regulating Charities, the Division investigates complaints that allege wrongdoing by Notaries Public.

In the past four (4) years, the Division ramped up efforts to increase the number of registered Charities, reduce the number of Delinquent Charities, and increase Enforcement Actions from historic low levels in prior years. The Charities and Legal Services Division has adopted an initial “Soft Touch” approach to assist charities who are not in compliance with the law. Charitable organizations and Notaries Public that ignore Division efforts to assist them are notified that may be violating Maryland’s Solicitation Act or the Notary law respectively. The Division will shift its approach when using a “Soft Touch” approach is unsuccessful and charities or notaries continue to violate the law. When necessary, more austere methods are employed on behalf of the public to remedy the situation.

In addition, to the Division’s scope of work with Charitable organizations and Notaries Public, information and data about other activities conducted by the Charities and Legal Services Division are included in this report. It is my hope that the information in this Report is valuable to you.

To review whether a charitable organization is compliant with the Maryland Solicitation Act, the status of Notaries Public, and other activities of the Charities and Legal Services Division, please visit our website <https://sos.maryland.gov>.

Sincerely,



Kathleen M. Smith

SECTION ONE - CHARITABLE ORGANIZATIONS, PROFESSIONAL SOLICITORS, FUNDRAISING COUNSELS:

The Charities and Legal Services Division registers, regulates, and annually renews 15,000+ charitable organizations, professional solicitors and fund-raising counsels doing business in the State of Maryland. Our Division reviews charitable organizations’ financial and governing documents, as well as all fundraising contracts.

In order to encourage public confidence in the integrity of charities, current law mandates that charities reveal their financial and programmatic activities, to the public, with the belief that an informed public will exercise prudence in giving.

Legislation established a Charitable Giving Information Program which requires a toll-free line, a speaker’s bureau and the production of charitable giving literature. The program is designed to increase public awareness and encourage questions regarding charitable giving, as well as to offer the public a means of voicing concerns and reporting suspected violations of the charitable law.

Statutory Authority: Business Regulation Article, §§ 6-101 through 6-701

A list of Charitable Organizations registered with our Division may be found on the Office of the Secretary of State website: <https://sos.state.md.us/Charity/Pages/SearchCharity.aspx>

We encourage donors to check out our website and to use the Better Business Bureau’s Wise Giving Alliance at www.give.org to make giving decisions.

CHARITIES REGISTERED, DELINQUENTS & ENFORCEMENT ACTIONS

(There are a total of about 16,000 active charities in our database that we are responsible for; that number is growing.)

Charities:	FY 2016	FY 2017	FY 2018	FY 2019
# Charities Registered	13,474	13,739	13,948	14,472
# Delinquents	2,385	1,505	1,268	1,179
Enforcement Actions Regarding Delinquents	510	6,442	6,072	5,367

Newly Tracked Charities Activities:

Charitable Organizations < \$25k - First Dollar Registrations		2,992	2,886	3,104
Charitable Organizations < \$25k - First Dollar Enforcement Actions Taken		1,576	1,238	1,926
Incomplete Registrations		690	638	635
Enforcement Actions Regarding Incompletes		347	245	61

A Professional Solicitor and Fundraising Counsel generally is a person or corporation that is paid by a charitable organization to raise money on the charity's behalf. The for-profit business usually arranges a flat fee or charges the charity a percentage of the donations collected on the charity's behalf.

A **Professional Solicitor** is any person who, for compensation, does not qualify as a fundraising consultant and either 1) performs any service, including the employment or engagement of other persons or services, to solicit contributions for a charitable organization or 2) plans, conducts, manages, consults, whether directly or indirectly, in connection with the solicitation of contributions for a charitable organization.

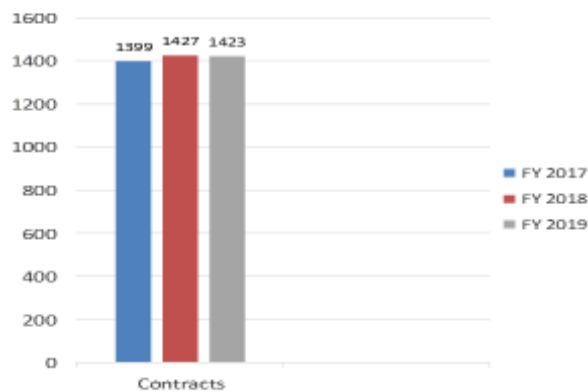
A **Fundraising Counsel** is a professional who is paid to advise a charity on its fundraising activities but does not solicit contributions directly and does not at any time have custody or control of contributions.

A list of Professional Solicitors and Fundraising Counsels registered with in Maryland may be found at the following link: <https://sos.state.md.us/Charity/Pages/Solicitor-and-Fund-Raiser-Counsel-List.aspx>

(Note: The information in this section does not include data representative of staff level fundraising professionals employed directly by charitable organizations in the State.)

FUNDRAISING PROFESSIONALS

FUNDRAISING PROFESSIONALS CONTRACTS

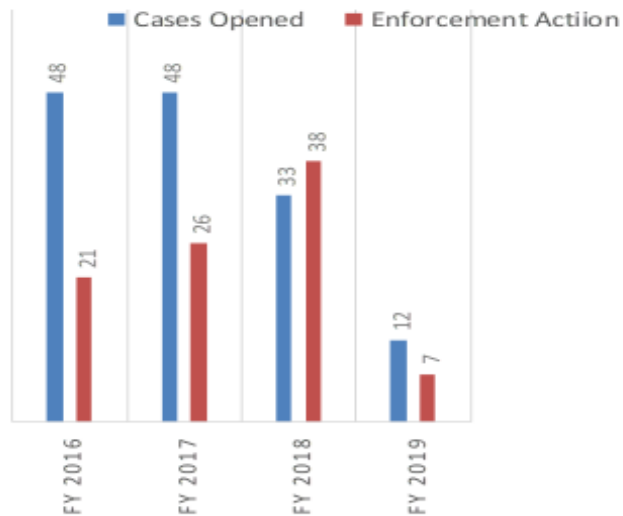


CHARITIES INVESTIGATIONS AND ENFORCEMENT ACTIVITIES:

A function of the Charities & Legal Services of the Office of the Secretary of State is to enforce the Maryland Solicitations Act. Enforcement actions are taken on behalf of the citizens of Maryland in the public interest. In response to internal leads and concerns and inquiries from the public and the media, an Investigator investigates to determine whether violations of the Maryland Solicitation Act have occurred. Areas of investigation include, but are not limited to:

- Failure to register before soliciting donations
- Misrepresenting the scope of programs and services
- Misleading advertising
- Misleading about anything important to, or likely to affect a person's decision to make a charitable donation
- Using charitable contributions in a manner substantially inconsistent with the charitable solicitations.

CHARITY INVESTIGATIONS AND ENFORCEMENT ACTIONS



SECTION TWO - NOTARIES PUBLIC:

The Charities & Legal Services Division registers, regulates and renews 80,000+ Notaries Public. Those who wish to become Notaries Public may obtain application forms from the Division. After accepting the processing fee and reviewing the application, this Division forwards the application for approval by the State Senator of the legislative district in which the applicant lives. Each State Senator is charged with making a determination about each Notary applicant in their district. Senators may delegate the determination to the Office of the Secretary of State. Senators who choose to delegate this function authorize the Charities & Legal Services Division to make the determination about applicants in their districts. When the application has been approved and returned, the Division processes the notary commission and notifies the applicant of the appointment by the Governor. Investigations of improper notary acts are conducted and if appropriate, a notary commission may be suspended or terminated.

Statutory Authority: State Government Article, § 18-101 et seq.

A Revised Uniform Law On Notarial Acts (RULONA) Workgroup was convened. The RULONA Workgroup is a follow up to discussions from the 2018 Notary Workgroup. The final report for the 2018 Notary Workgroup may be found at: <https://sos.maryland.gov/Notary/Documents/NotaryWorkgroupFinalReport2018.pdf>

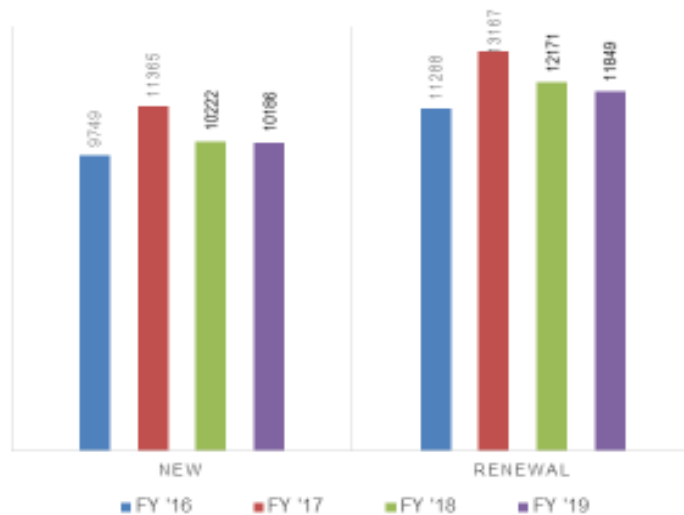
The purpose of the RULONA Workgroup was to study, review, and make recommendations about the entire body of work and determine its applicability, if any, for the State of Maryland. The final report may be found at: <https://sos.maryland.gov/Notary/Documents/2019RULONAWorkgroupFinalReport.pdf>

Information about Notaries Public, including a search of Notaries Public who are Commissioned in Maryland may be found at the following link <https://sos.state.md.us/Notary/Pages/default.aspx>



NOTARIES

Notary Applications



SECTION THREE - NOTARIES INVESTIGATIONS AND ENFORCEMENT ACTIVITIES:

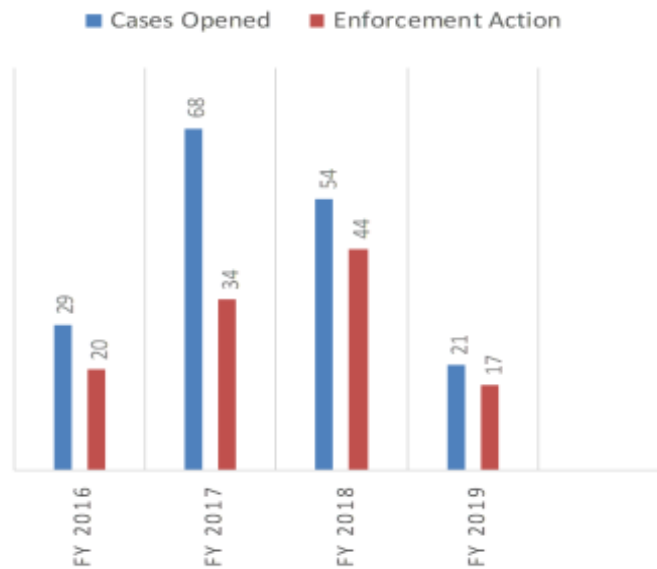
A function of the Charities & Legal Services Division of the Office of the Secretary of State is to enforce the Notary Public statute.

Enforcement actions are taken on behalf of the citizens of Maryland and are in the public interest. In response to internal leads and concerns and inquiries from the public and the media, an Investigator investigates to determine whether violations of the Notary Public statute have occurred.

Areas of investigation involving Notaries Public include, but are not limited:

- Failure to identify the signer
- Failure to witness the signature affixed to the document
- Overcharging
- Failure to maintain a Fair Record Registry
- Fraudulent use of a Commission
- Using the seal of another Notary Public

NOTARY INVESTIGATIONS AND ENFORCEMENT ACTIONS



SECTION FOUR - MARYLAND CHARITY CAMPAIGN:

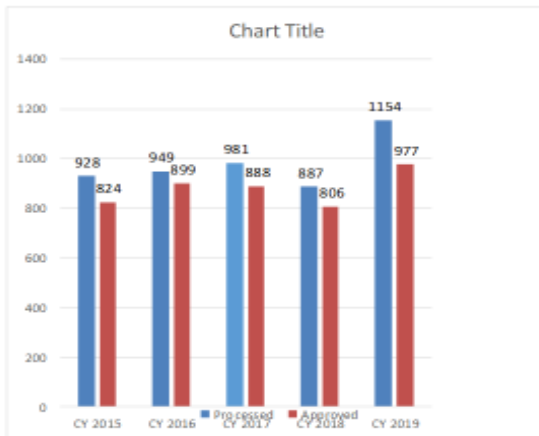
The Secretary of State administers the Maryland Charity Campaign, the State's workplace giving campaign, for State Employees and Retirees. In addition to oversight of the Operating Agency, which is under contract to the Secretary of State, the Secretary of State reviews and, if appropriate, approves applications of organizations eligible who apply to participate in the campaign.

As noted on the graph below, Maryland State employees and Retirees have contributed millions of dollars to support charities who feed the hungry, house the homeless, provide literacy programs to those who can't read, to support the arts: music, theater, dance, and so much more! We are deeply grateful for their generosity and the immense impact they're making in their communities near and far.

Statutory authority: executive order 01.01.1996.07

MARYLAND CHARITY CAMPAIGN (MCC)

APPLICATIONS PROCESSED & APPROVED



TOTAL DONATIONS RAISED



SECTION FIVE - EXTRADITIONS & REQUISITIONS:

Extradition is a process where one state (the asylum state) surrenders to another (the demanding state) an individual accused or convicted of an offense outside the territory of the asylum state and within the territorial jurisdiction of the demanding state. The Secretary of State’s Office administers this process on behalf of the Governor.

Requisitions are formal requests by the Governor of Maryland to the Governor of another state. Extradition is the process that occurs when the Governor of another state submits a requisition to the Governor of Maryland. After extradition documents are reviewed, an extradition hearing is scheduled within 90 days to determine whether a fugitive should be surrendered, and the rendition warrant issued.

Statutory Authority: Criminal Procedure Article, Title 9; Constitution of Maryland, Article II, § 23

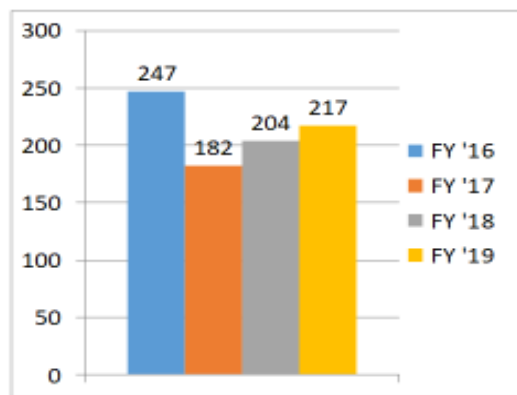
SECTION SIX - PARDONS & COMMUTATIONS:

The Governor may grant a pardon or commutation for individuals incarcerated in the State of Maryland. When the signed pardon or commutation is received from the Governor’s Office, the Secretary of State’s signature is affixed, the State Great Seal applied, and the pardon or commutation is recorded in the pardon docket. The completed original pardon or commutation is forwarded to Governor’s legal office so that it can be sent to the person that received the pardon. A copy of the pardon or commutation is kept in the Office of the Secretary of State. The pardon docket is also kept in the Office of the Secretary of State.

Statutory Authority: Constitution of Maryland, Article II, § 20



EXTRADITIONS, PARDONS, & COMMUTATIONS



SECTION SEVEN - FLAGS:

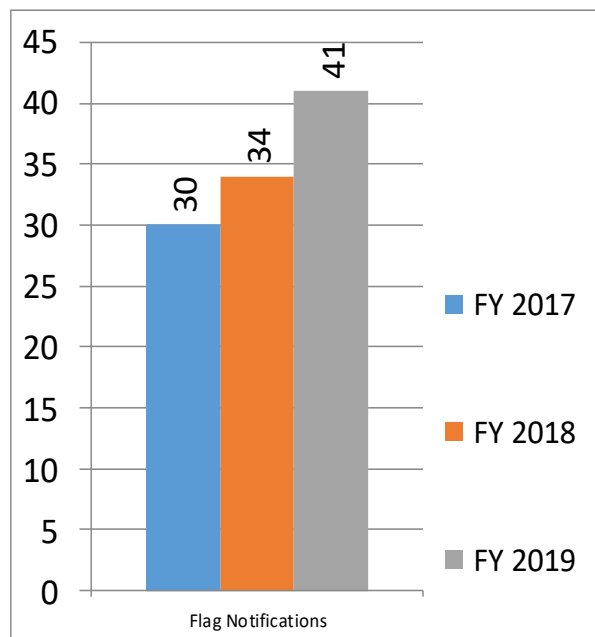
The Secretary of State is required by law to present a State flag to the family of any firefighter or police officer killed in the line of duty. The flag is to be presented to the family of the deceased firefighter or police officer by the State Senator of the legislative district in which the deceased resided.

Statutory Authority: Article 38A, § 44; Article 41, § 4-1003

Additionally, the Secretary of State is customarily entrusted with the role of educating the public as to the history, protocol and appropriate display of the Maryland state flag individually and as it is flown with other flags. The Secretary of State will also advise other agencies when the Maryland State Flag, the U.S. Flag, or both have been ordered to fly at half-staff.

Statutory Authority: Custom

FLAG NOTIFICATIONS PER YEAR

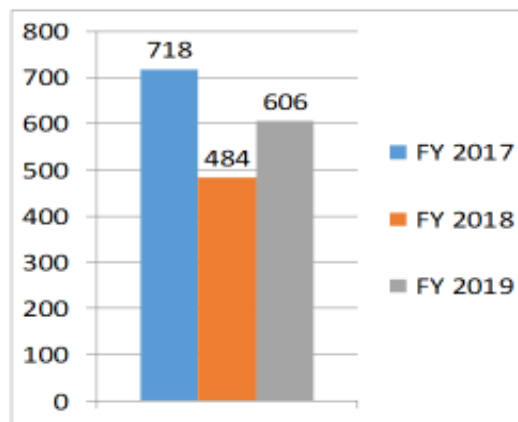


SECTION EIGHT - SPECIAL POLICE AND RAILROAD POLICE:

The Superintendent of the Maryland State Police is charged with reviewing applications for appointment and recommending to the Governor whether to grant or deny appointments as a special police officer or a railroad police officer. The Governor may accept or reject the Superintendent's recommendation and is assisted in this process by the Secretary of State's Office which processes and records the applications.

Statutory Authority: Article 41, § 4-901 et seq.; Article 23, § 256, et seq.

Special Police And Railroad Police COMMISSIONS (e.g. Hospital, University, etc.)



SECTION NINE CEREMONIAL BILL- SIGNING PENS:

At the close of each legislative session, the Office of the Secretary of State receives, processes and distributes ceremonial pens used by the Governor in signing legislation.

SECTION TEN - CONDOMINIUMS:

Since 1981, a developer of a condominium regime has been required to file with the Office of the Secretary of State a public offering (disclosure) statement for a proposed regime. If the Secretary determines that the public offering statement complies with State law, an Order of Registration is issued. The review period is forty-five days, and until the public offering statement is registered, a contract for the initial sale of a unit is prohibited. Out-of-state projects offered to Maryland residents must go through a similar review process.

Amendments to public offering statements must be delivered promptly to purchasers and to the Secretary of State.

A developer converting a residential rental facility into a condominium regime also files a public offering statement with the Secretary of State. This public offering statement includes a notice to tenants informing them of certain protection provided by law to reduce the impact of the conversion. These rights include the right to purchase the unit and to receive moving expenses if the resident chooses not to purchase, and,

for income-eligible elderly and handicapped tenants, the right to apply for a three-year lease extension. The Secretary of State publishes the income eligibility figures used for this purpose in the Code of Maryland Regulations. State law also provides that the Secretary of State shall establish a file of Local legislation affecting condominiums. When a condominium regime has sold all its units, it should terminate its registration with the Secretary of State and is no longer required to file amendments to Condominium documents with this Division.

The Consumer Protection Division of the Office of the Attorney General has limited enforcement authority over the Maryland Condominium Act. State law provides that the Secretary of State work in cooperation with the Consumer Protection Division of the Office of the Attorney General in the enforcement of the Maryland Condominium Act.

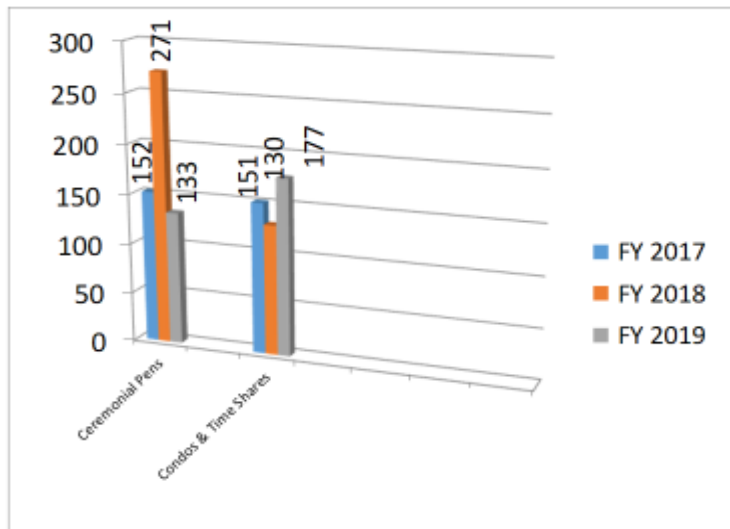
Statutory Authority: Real Property Article, Title 11

SECTION ELEVEN - TIMESHARES:

Since 1985, a developer of a time-share project has been required to file in the Office of the Secretary of State a public offering (disclosure) statement for a proposed project. If the Secretary determines that a public offering statement satisfies the requirements of the Maryland Real Estate Time-Sharing Act, an order of registration is issued. The review period is forty-five days. Until the public offering statement is registered, it cannot be delivered to a time-share purchaser.

Statutory Authority: Real Property Article, Title 11A

CEREMONIAL PENS AND CONDOS & TIMESHARES



SECTION TWELVE - COOPERATIVE HOUSING CONVERSIONS:

An owner/landlord of a residential rental property which is going to become a cooperative housing corporation is required to file with the Division. The owner/landlord must file a copy of the conversion notice, a list of all tenants who will be receiving the notice and an affidavit. The Division receives this information at least fifteen days prior to the conversion notice's being given to the tenants.

Statutory authority: corporations and associations article, § 5-6b-05(a)(2)

SECTION THIRTEEN - HOUSING AUTHORITIES:

All housing authorities in existence prior to July 1, 1990, are filed with the Secretary of State. These existing housing authorities may choose to be governed by Articles of Organization. Once the proper documentation has been filed, a certificate of approval for the articles is issued to the authority.

Housing authorities activated after July 1, 1990 cannot transact business or exercise powers until the Secretary of State issues a certificate of approval for the articles and a certificate of organization. This process is based on a review of their articles of organization.

An authority may amend or restate its articles of organization. Once the Secretary of State determines that the required documentation and certification comply with the housing authority law, a certificate of approval is then issued.

In addition, the Secretary of State issues certified copies of the articles of organization and any amendments for admission as evidence in a suit, action or proceeding.

Statutory Authority: Article 44A, Title 1

SECTION FOURTEEN - RETURNABLE CONTAINERS AND TEXTILES

This Division is responsible for maintaining the registry of returnable containers (chip and pretzel cans, for example) and textiles (towel, linen or diaper service, for example). A record is maintained with a description of the mark. All transfers and assignments of ownership are also recorded.

Statutory Authority: Business Regulation Article, §§ 19-301 through 19-307

SECTION FIFTEEN - MANUAL SIGNATURES

Any authorized officer may file a manual signature form with the Office of the Secretary of State. An authorized officer is defined as any official of the State or its political subdivisions whose signature to a public security or instrument is required or permitted. After filing with the Secretary, the facsimile signature of the authorized officer has the same legal effect as the manual signature, and the official may execute with a facsimile signature any public security (if the signature of at least an authorized officer is manually subscribed) and any instrument of payment. If the law requires that a public security be manually signed by an agent, one signature must be manually signed by any other signatures on the public security may be facsimile signatures.

Statutory Authority: State Finance and Procurement Article, §§ 2-301

SECTION SIXTEEN - REVENUE GENERATED BY THE CHARITIES AND LEGAL SERVICES DIVISION

The chart below illustrates the primary methods by which the Charities & Legal Services Division generates revenue. The Division collects fees related to charity registration, professional solicitor and fundraising counsel registration, notary applications, condominium registration, timeshare registration, and ceremonial pen requests.

CHARITIES & LEGAL SERVICES DIVISION REVENUE GENERATED

Revenue Source	FY '16	FY '17	FY '18	FY '19	FY '20 YTD
Charity Registration and Late fees*	\$1,904,097	\$2,224,483	\$ 2,164,575	\$ 2,257,394	\$ 436,781
Notary Application fees**	\$ 404,465	\$ 256,793	\$ 199,353	\$ 197,788	\$ 50,381
Solicitor Registration fees	\$ 73,650	\$ 73,650	\$ 67,500	\$ 71,750	\$ 21,700
Condo/Timeshare Registration fees	\$ 8,922	\$ 4,586	\$ 6,340	\$ 6,150	\$ 1,950
Ceremonial Pens fees:	n/a	\$ 1,520	\$ 2,710	\$ 1,330	\$ 190
Total	\$ 2,391,134	\$ 2,561,032	\$ 2,440,478	\$ 2,534,142	\$ 511,022

FY '19 TOTAL REVENUE GENERATED \$2,534,142

* Includes General and Special funds
 ** Notary Fee reduction from \$20 to \$9 resulted in reduced revenue

SECTION SEVENTEEN - CUSTOMER SERVICE

The graph below displays the volume of requests made under the Maryland Public Information Act. The graph to the right below demonstrates the volume of phone calls and e-mails received annually by the Charities & Legal Services Division. E-mails and voicemail messages are returned within 2 working days.

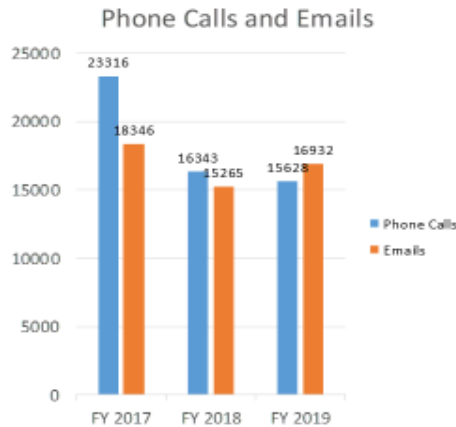
CUSTOMER SERVICE DATA

PHONE CALLS, EMAILS, AND PUBLIC INFORMATION ACT REQUESTS

RESPONSES TO PUBLIC INFORMATION ACT REQUESTS



CUSTOMER SERVICE DATA



SECTION EIGHTEEN – CHARITIES AND LEGAL SERVICES DIVISION STAFF AND CONTACT INFORMATION

Wineland Building, 16 Francis St., Annapolis, Maryland 21401

CHARITIES & LEGAL SERVICES DIVISION

Kathleen M. Smith, Assistant Secretary of State for Charities & Legal Services (410) 260-3856

e-mail: kathleen.smith1@maryland.gov

Michael P. Schlein, Division Administrator (410) 260-3863

e-mail: michael.schlein@maryland.gov

CHARITIES & NOTARIES INVESTIGATIONS

Email: dlinvestigations_sos@maryland.gov

Michael Brent Dinterman, Investigator (410) 260-3859; e-mail: michael.dinterman@maryland.gov

CHARITY REGISTRATION

Email: dlcharity_sos@maryland.gov

Kimberly E. Smith, Internal Auditor (410) 260-3879; e-mail: kimberlye.smith@maryland.gov

Stephanie M. Marsiglia, Charity Officer (410) 974-2620; e-mail: stephanie.marsiglia@maryland.gov

Robert G. Gurley, Charity Officer (410) 260-3864; e-mail: robert.gurley@maryland.gov

Shawn Estrada, Charity Officer/Special Projects (410) 260-3974; e-mail: shawn.estrada@maryland.gov

MARYLAND CHARITY CAMPAIGN

Loraine D. Parks, Maryland Charity Campaign Administrator & Special Assignment Officer (410) 260-3857;

e-mail: loraine.parks@maryland.gov

NOTARIES PUBLIC

e-mail: dlnotary_sos@maryland.gov

Carrienne S. Gurley, Notary Public Officer (410) 260-3860; e-mail: carrienne.gurley@maryland.gov

Marquita A. Lewis, Notary Public Officer (410) 260-3861; e-mail: marquita.lewis@maryland.gov

PROFESSIONAL SOLICITORS, FUND-RAISING COUNSEL, & PUBLIC SAFETY SOLICITOR REGISTRATION

Robert G. Gurley, Charity Officer (410) 260-3864; e-mail: robert.gurley@maryland.gov

CEREMONIAL PEN REQUEST

Stephanie M. Marsiglia, Charity Officer (410) 974-2620; e-mail: stephanie.marsiglia@maryland.gov

CERTIFICATE OF INCUMBENCY

Margaret A. Schnoor, Executive Assistant (410) 260-3894; e-mail: margaret.schnoor@maryland.gov

CONDOMINIUMS & TIME-SHARES, SPECIAL POLICE & RAILROAD POLICE, AND MANUAL SIGNATURES

Kimberly E. Smith, Internal Auditor (410) 260-3879; e-mail: kimberlye.smith@maryland.gov

EXECUTIVE ORDERS

Margaret A. Schnoor, Executive Assistant (410) 260-3894; e-mail: margaret.schnoor@maryland.gov

EXTRADITIONS & PARDONS

Shawn Estrada, Charity Officer/Special Projects (410) 260-3974; e-mail: shawn.estrada@maryland.gov

APPENDICES

APPENDIX A

STATUTORY AUTHORITY - (References are to the Annotated Code of Maryland)

ACTIVITY	AUTHORITY
Ceremonial Bill-Signing Pens	Custom and Tradition
Certifications	State Government Article, § 7-106
Charities & Fundraisers	Business Regulation Article, §§ 6-101 through 6-701
Charity Campaign, Maryland	Executive Order 01.01.1996.07
Condominiums	Real Property Article, Title 11
Cooperative Housing Conversions	Corporations and Associations Article, § 5-6B-05(a)(2)
Extraditions & Requisitions	Criminal Procedure Article, Title 9; Constitution of Maryland; Article II, § 23
Flag	Article 38A, § 44; Article 41, § 4-1003
Housing Authorities	Article 44A, Title 1
Notary Division	State Government Article, § 18-101 <i>et seq.</i>
Pardons and Commutations	Constitution of Maryland, Article II, § 20
Returnable Containers & Textiles	Business Regulation Article, §§ 19-301 through 19-307
Special Police & Railroad Police	Article 41, § 4-901 <i>et seq.</i> ; Article 23, § 256 <i>et seq.</i>
Time Shares	Real Property Article, Title 11A

APPENDIX B

LINK TO REGISTRATION FORMS USED BY THE CHARITIES & LEGAL SERVICES DIVISION FOR THE ABOVE-DESCRIBED FUNCTIONS

FORM	LINK
Charity New Registration Form (more than \$25,000 in contributions)	https://sos.maryland.gov/Documents/COR-92.pdf
Charity Annual Renewal Registration Form (more than \$25,000 in contributions)	https://sos.maryland.gov/Documents/AnnualUpdateForm.pdf
Charity Financial Report Form (more than \$25,000 in contributions but no 990 or 990-EZ)	https://sos.maryland.gov/Documents/COF-85.pdf
Charity New and Renewal Registration Form (less than \$25,000 in contributions)	https://sos.maryland.gov/Documents/ExemptOrganizationFund.pdf
Professional Solicitor, Fundraising Counsel, and Public Safety Solicitor Registration Form	https://sos.maryland.gov/Documents/RegisterSolicitorComboForm.pdf
Professional Solicitor Fund-Raising Notice form	https://sos.maryland.gov/Documents/FundRaisingNotice.pdf
Professional Solicitor Accounting Report form	https://sos.maryland.gov/Documents/PSAcctReport.pdf
Professional Solicitor/Public Safety Solicitor Surety Bond	https://sos.maryland.gov/Documents/SuretyBond.pdf
Notary Online Application Form	https://www.egov.maryland.gov/sos/notary/#/home
Notary Paper Application Form	https://sos.maryland.gov/Documents/NotaryApp.pdf
Notary Name and/or Address Change Form	https://sos.maryland.gov/Documents/NotaryApp.pdf
Maryland Charity Campaign Application Form	https://mcc.maryland.gov/
Condominium Application Form	https://sos.maryland.gov/Documents/condoapp.pdf
Timeshare Application Form	https://sos.maryland.gov/Documents/TimeshareApp.pdf
Ceremonial Signing-Pen Request Form	https://sos.maryland.gov/Documents/PenRequest.pdf
Manual Signature Application Form	https://sos.maryland.gov/Documents/ManualSignatureForm.pdf

APPENDIX C

FLAG PROTOCOL: LOWERING THE U.S. FLAG AND MARYLAND STATE FLAG

By order of the Governor or authorized representative, the Maryland flag shall be flown at half-staff on any occasion deemed appropriate and for a period prescribed by Governor or representative. Executive Order 01.01.1999.30 26:22 MD. R. 1661 <http://www.dsd.state.md.us/comar/comarhtml/01/01.01.1999.30.htm> (October 22, 1999)

Presidential Proclamation, Death of: Public Official, Firefighter, Police Officer, Military Personnel:

SOS is responsible to prepare and issue a notification to lower the U.S. Flag and Maryland State Flag when a Presidential Proclamation is issued, or the Governor orders the Maryland Flag lowered. The chart below states how long the flag is lowered, per Executive Order, the Governor has the discretion to prescribe a different time.

Armed Forces: Secretary of Veterans Affairs simultaneously informs the Offices of the Governor and Secretary of State when a member of the Armed Forces dies after DOD notifies MDVA, there are situations in which families do not want the flag lowered. Public law 110.41 authorizes the Governor to order that the U.S. flag be flown at half-staff in the event of the death of a member of the Armed Forces from that State who dies while serving on active duty. 4 U.S.C §7(m) (2016). <https://www.congress.gov/110/plaws/publ41/PLAW-110publ41.pdf>

The following time frames are used when issuing a notice to lower the flag.

Note: The Governor has the discretion to alter time frames to lower the Maryland Flag. Orders from the Governor supersede the chart below.

President or Former President	30 days from day of death
Vice President	10 days from day of death
Chief Justice of the U.S	10 days from day of death
Retired Chief Justice of the U.S.	10 days from day of death
Speaker of the House	10 days from day of death
Associate Justice of the Supreme Court	Day of death until sunset on day of interment
Secretary of Executive or Military Department	Day of death until sunset on day of interment
Former Vice President	Day of death until sunset on day of interment
Governor of a State	Day of death until sunset on day of interment
Member of Congress	Day of death and the following day
Former MD Congressman	Day of interment from sunrise to sunset
MD Delegate/Senator/County Executive	Day of death until sunset on day of interment
Former MD Delegate/Senator/County Executive	Day of interment from sunrise to sunset
Former MD Governor	Day of death until sunset on day of interment
Former MD Cabinet Secretary	Day of interment from sunrise to sunset
MD Firefighter (line of duty)	Day of death until sunset on day of interment
MD Police Officer (line of duty)	Day of death until sunset on day of interment
MD Correctional Officer (line of duty)	Day of death until sunset on day of interment
Member of the Armed Forces from Maryland	Day of interment from sunrise to sunset
Presidential Proclamation	Follow instructions of proclamation

Armed Forces

- The U.S. Flag and Maryland State Flag are lowered from sunrise to sunset on the day of interment.
- Public law 110.41 authorizes the Governor to order that the U.S. flag be flown at half-staff in the event of the death of a member of the Armed Forces from that State who dies while serving on active duty. 4 U.S.C §7(m) (2016). <https://www.congress.gov/110/plaws/publ41/PLAW-110publ41.pdf>

Police Officer, Firefighter, or Correctional Officer killed in the line of duty:

- When a Police Officer, Firefighter, or Correctional Officer is killed in the line of duty (must be “line of duty”), the Maryland Flag is lowered immediately.
- Eff February 9, 2018, H.R. 189 authorizes the Governor to lower U.S. Flag to half-staff in the event a first responder is killed in the line of duty.
<https://www.gpo.gov/fdsys/search/pagedetails.action?packageId=BILLS-115hr1892eh>

Local Jurisdictions:

- County and municipal government officials may order the Maryland Flag lowered on property in their jurisdiction. Executive Order 01.01.1999.30, paragraph 5.04: "The Maryland flag should be flown at half-staff when ordered by county and municipal government officials on all property under their jurisdiction."

The following events honor Heroes: BOTH the U.S. Flag and Maryland Flag are lowered at sunrise and raised at sunset

- May 15 -Peace Officers Memorial Day
- Memorial Day - **Half-Staff until 12 Noon**
- Patriot Day - September 11
- Fire Prevention Week - First Sunday in October
- National Pearl Harbor Remembrance Day -December 7

The following event honors Fallen Heroes: ONLY the Maryland Flag is lowered at sunrise and raised at sunset

- Fallen Heroes Day-First Friday in May: The Maryland State Flag is lowered in honor of Maryland's emergency responders who died in the line of duty during the past year.

POW/MIA and the Honor and Remember flags:

POW/MIA, honors those that are Prisoners of War and Missing in Action

Honor and Remember flag, designed to honor all members of the Armed Forces that who died in the line of duty

- On the State House, POW/MIA and Honor and Remember flags fly on:
 - Armed Forces Day (3rd Saturday in May)
 - Memorial Day
 - Independence Day
 - Veterans Day
 - Saturday & Sunday closest to Memorial and Veterans Day
 - POW/MIA Recognition Day (3rd Friday in September)
- POW/MIA and Honor and Remember flags are to be flown on State Grounds on the right side of the building (facing Rowe Blvd)

Blue Star Flag: Formally known as the Blue Star Mothers of America, Inc. The Service flag is an official banner authorized by the Department of Defense for display by families who have members serving in the Armed Forces during any period of war or hostilities the United States may be engaged in for the duration of such hostilities. The Service flag may also be displayed by an organization to honor the members of that organization serving during a period of war or hostilities. While it is designed to be displayed in the window of a home, the State Senate building has chosen to fly it on a flag pole outside of the State Senate building. It should not be flown above the United States flag, Maryland flag, or POW/MIA flag on a flag pole.