

## CONTACT US

### Write to the Arizona Secretary of State

The Honorable Ken Bennett  
Arizona Secretary of State  
1700 W. Washington Street, 7th Floor  
Phoenix, Arizona 85007

### File with us:

**Walk-ins:** Visit the locations listed on the inside of this brochure.

### Mailing address:

1700 W. Washington Street, 7th Floor  
Phoenix, Arizona 85007

### Main Phone Numbers:

Advance Directives, SOS (602) 542-6187  
Administration

*Library, Archives & Public Records*

(602) 926-4035

*Secretary of State Front Office*

(602) 542-4285

Archives, *Library, Archives & Public Records*

(602) 926-3720

Braille & Talking Book Library (602) 255-5578

Charities/Telemarketing, SOS (602) 542-6187

Elections, SOS (602) 542-8683

Law and Research Library (602) 926-3870

Library Development, *Library, Archives & Public*

*Records* (602) 926-3604

Limited Partnerships, SOS (602) 542-6187

Notary Public, SOS (602) 542-4758

Museum, *Library, Archives & Public*

*Records* (602) 926-3620

Publications, SOS, (602) 542-4086

Records Management, *Library, Archives & Public*

*Records* (602) 926-3815

TDD - hearing impaired, SOS *Office* (602) 255-8683

Trademark/Trade Names, SOS (602) 542-6187

Uniform Commercial Code, SOS (602) 542-6187

## FEES & SERVICE SCHEDULE

Some fees are associated when filing records or issuing certificates or commissions. We invite you to visit our Web site for more information at:

[www.azsos.gov](http://www.azsos.gov) or call our office at: (602) 542-4285.

We'll be happy to fax or e-mail you more information about our fees or services.

## OFFICE HOURS

We are open Monday through Friday, 8 a.m. to 5 p.m. except state holidays. Maps to our locations are available on our Web site, [www.azsos.gov](http://www.azsos.gov).



## Secretary of State KEN BENNETT

### Office of the Secretary of State and Arizona State Library, Archives & Public Records

(602) 542-4285 Fax (602) 542-1575  
Toll-free number (state-wide) 1-800-458-5842  
e-mail: [sosadmin@azsos.gov](mailto:sosadmin@azsos.gov)  
[www.azsos.gov](http://www.azsos.gov)



*This brochure is published to help you understand  
the responsibilities and the duties of the Office.  
We look forward to serving you!*

**KEN BENNETT**  
Secretary of State

**KEN BENNETT**

SECRETARY OF STATE  
1700 W. WASHINGTON STREET, 7TH FL.  
PHOENIX, ARIZONA 85007  
Web site: [www.azsos.gov](http://www.azsos.gov)

## Our Vision:

*To help all Arizonans enjoy a better quality of life through their participation, understanding and confidence in state government.*

### Customer Service Centers

**Phoenix – Capitol Executive Tower, 1st Floor  
400 W. Washington**

**Tucson – State Complex Building, 2nd Floor  
400 W. Congress, Room 252**

- Obtain an apostille (certificates of authenticity)
- File your Uniform Commercial Code (UCC) records
- Register your trademark, tradenames, limited partnerships, foreign limited partnerships, and limited liability partnerships;
- File your federal tax liens, notices, and certificates;
- Register your charity, contracted fund raiser, or as a telemarketer; or
- Apply to be commissioned as an Arizona notary public.

### Elections

**Phoenix – Capitol Executive Tower, 7th Floor  
1700 W. Washington**

- Obtain certification as a candidate;
- Learn how to prepare and file initiatives and referenda for ballots;
- Register as a lobbyist;
- File your campaign finance reports;
- Receive training and certification as an election official;
- Obtain certified statewide election results.

### Public Services

**Phoenix – Capitol Executive Tower, 7th Floor  
1700 W. Washington**

- Files/publishes your state agency administrative rules;
- Obtain legislative bills.
- Obtain legislative memorials and resolutions.
- Obtain office publications.

### State Library, Archives and Public Records

**Phoenix – Main Office, State Capitol, 1938  
Edition, 2nd Floor 1700 W. Washington, Ste. 200**

The Arizona State Library, Archives and Public Records Division of the Secretary of State's Office provides access to public information, fosters historical/cultural collaborative research and informational projects, and ensures that Arizona's history is documented and preserved. It is divided into the Braille and Talking Book Library, History and Archives, Law and Research Library, Library Development, Museum, and Records Management.

# DUTIES OF THE *Secretary of State*

**The Arizona Department of State is tasked to file and record documents from Arizona agencies, businesses and public officers. Records management and document preservation are duties of the State Library, Archives and Public Records. All duties are prescribed by the Arizona Constitution and Arizona Revised Statutes.**

★ The Secretary of State serves as **acting governor** when the governor is absent from the state. The Secretary of State, if holding office by election, is first in line to succeed the governor in the event of death, resignation, removal from office, or permanent disability to discharge the duties of the office



★ The Secretary of State is the official **custodian of the Great Seal of Arizona** and affixes the Great Seal on all official documents

★ The Secretary of State **attests to** all official **acts of the governor**

★ The Secretary of State **certifies witnessing officer on documents going to foreign countries** (apostille - under the 1961 Hague Convention)

★ The Secretary of State **files and publishes administrative rules** of state agencies, boards and commissions and maintains the official rules of state agencies adopted under the Arizona Administrative Procedure Act. The secretary acts as the official publisher of the rules in the **Arizona Administrative Code** and the **Arizona Administrative Register**

★ The Secretary of State serves as **chief election officer** for the state and certifies candidates and measures to the ballot and election results

★ The Secretary of State **registers trade names and trademarks** and issues certificates of registration

★ The Secretary of State **distributes publications** such as the *Residential Landlord and Tenant Act* and the *Arizona Blue Book*

★ The Secretary of State maintains **city charter** filings

★ The Secretary of State maintains a registry **advance directives**

★ The Secretary of State **registers charitable organizations** and **contracted fund raisers**

★ The Secretary of State serves as the **registration officer for lobbyists** and registers and files expenditure reports made by principals, public bodies, and lobbyists

★ The Secretary of State **registers telemarketers**

★ The Secretary of State serves as Administrator of the **Uniform Commercial Code**, records all financing statements, continuations, amendments, assignments, or terminations (partial or complete) as applicable to the Secretary of State and handles requests for searches of filed documents and files notices of disposition of collateral

★ The Secretary of State **commissions Arizona notaries public**

★ The Secretary of State receives **legislative bills**, assigns chapter numbers, and files legislative **memorials and resolutions**

★ The Secretary of State **files oaths of office** for Supreme Court justices, court of appeals and superior court judges and the governor's appointees to state offices, boards, and commissions

★ The Secretary of State files **abstracts of votes for multi-county election districts**

★ The Secretary of State records **limited partnerships, foreign limited partnerships, and limited liability partnerships**