

**RULE**  
**Department of the State**  
**Office of the Secretary of State**

Department Non-Statutory Fees (LAC 4:I.401)

Pursuant to the provisions of the Administrative Procedure Act (R.S. 49:950 et seq.) and under the authority of R.S. 3:1447, R.S. 9:2782, R.S. 18:1293, R.S. 24:172, R.S. 24:173.1, R.S. 25:1282, R.S. 25:1284, R.S. 36:742, R.S. 40:1151.2, R.S. 43:19, R.S. 44.1 et seq., R.S. 44:402, R.S. 44:405, R.S. 44:406, R.S. 44:408, R.S. 44:415, R.S. 44:420, R.S. 44:421, R.S. 49:222(A), R.S. 49:227, R.S. 49:228, Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents, and Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption (22 CFR Part 96), the Department of State is proposing to adopt a non-statutory fee schedule for the Department of State. In addition, the Department of State is proposing to adopt rules and fees for the Louisiana State Archives Facilities.

**Title 4**  
**ADMINISTRATION**

**Part I. General Provisions**

**Chapter 4. Department of State**

**§401. Department of State Non-Statutory Fee Schedule**

A. The Department of State has established non-statutory fee schedules for various filings, services, and publications. If a product referred to in the schedules shown below has to be mailed, the cost for mailing said product would be added to the fee charged.

1. Department of State General Fees

Item	Fee
Express Delivery (Cost Per Package)	Actual Cost
Non-Sufficient Funds Charge	\$25.00
Photocopies (Per Page)	\$0.25
Postage (Per Package)	Actual Cost
Public Records Request Fee (Certify Public Records) (Cost Per Certification Form)	\$20.00
Public Records Request Fee (Cost Per Page up to 8 1/2" X 14") (Two-sided copy is charged as two pages) (Including Facsimile)	\$0.25
Public Records Request Fee (Cost Per Page for Printed Copy Greater Than 8 1/2" X 14") (Two-sided copy is charged as two pages)	Actual Cost
Public Records Request Fee (Cost Per Page for CD-ROM or USB Drive)	\$0.25
Public Records Request Fee (Cost Per Page for Electronic File Emailed)	\$0.25

2. Business Services Division—Commercial

Item	Fee
Corporations –	
Complete Corporation Information Computer Data Transfer	
Weekly, Per Initial Load	\$2,500.00
50 Files at \$200 Per Week	\$10,000.00
Total	\$12,500.00
Monthly, Per Initial Load	\$2,500.00
11 Monthly Files at \$400	\$4,400.00
Total	\$6,900.00
Monthly Trade Names Only, 12 Monthly Files	
Total	\$1,725.00
Customized Computer List (Per Page)	\$25 for 1 <sup>st</sup> 40 Records Plus \$0.01 Per Each

Item	Fee
	Additional Record
Miscellaneous Corporations Fees --	
Agent for Service of Process	\$15.00
Certificate for Service of Process	\$20.00
Political Subdivision	\$10.00
Power of Attorney	\$25.00
Uniform Commercial Code –	
Direct Access Fee, Annual Subscription, Unlimited Usage	\$400.00
Monthly Updates Information Computer Data Transfer, Annual Fee, Monthly Updates Subscription	\$6,900.00

3. Legal Division—Commissions

Item	Fee
Adoptions (Apostilles or Authentication Certificates) (Cost Per Certificate)	\$10.00
Apostille Certificate (Cost Per Certificate)	\$20.00
Certificate of Authentication (Cost Per Certificate)	\$20.00
Certificate of a Pardon (Cost Per Certificate)	\$20.00
Certified Document (Executive Orders or Proclamations) (Per Document)	\$20.00
Replacement Commission Certificate	\$20.00
Replacement Identification Card	\$5.00

4. Election Services—Publications

Item	Fee
Bond Registration Certificate (Municipal Bonds) (Optional)	\$10.00
Certified Copy (In Addition to Per Page Fee)	\$20.00
Certified Copy of "Living Will" Declaration Registration	\$20.00
"Living Will" Replacement of Identification Card	\$5.00
Proces Verbal	
Recordation	\$10.00
Proces Verbal (Cost Per Page)	\$2.00
Public Officials Signature Registration Certificate	\$10.00
Publications	
Ballot Box	\$5.00
Buckram Bound Acts of Legislature	
2010/I, II and III (2010 Regular Session)	\$172.00
2011/I and II (2011 Regular and 1st Extraordinary Sessions)	\$120.00
2012/I, II and III (2012 Regular Session)	\$174.00
2013/I and II (2013 Regular Session)	\$120.00
2014/I and II (2014 Regular Session)	\$170.00
2015/I and II (2015 Regular Session)	\$205.00
2016/I and II (2016 Regular Session)	\$340.00
2017/I and II (2017 Regular Session and 1st and 2nd Extraordinary Sessions)	\$250.00
Future Issues (Printed Annually) *	Varies
Code of Governmental Ethics	\$5.00
Corporation Law	\$25.00
Election Code	\$20.00
Lawrason Act	\$5.00
Legislative Calendar of the Legislature	\$25.00
Official Journal of the Proceedings of the House of Representatives	\$25.00
Official Journal of the Proceedings of the Senate	\$25.00
Report of Secretary of State CY 2009 and CY 2010	\$63.00
Report of Secretary of State CY 2011 and CY 2012	\$60.00
Report of Secretary of State CY 2013 and CY 2014	\$70.00
Report of Secretary of State CY 2015 and CY 2016	\$40.00
Report of Secretary of State (Future Issues) (Printed Bi-Annually) *	Varies
Roster of Officials 2012	\$25.00
Roster of Officials 2016	\$30.00
Roster of Officials (Future Issues) (Printed Every 4 Years)**	Varies

The department shall publish the cost in *The Advocate* annually for these publications and will post the costs on the

department's website after the cost for each publication is determined.

\*Pursuant to R.S. 43:22, the formula for the cost for publishing the Buckram Bound Acts of Legislature is as follows: Printing Estimate + 10 percent of the Printing Cost + Postage/Quantity of Books Ordered.

\*\*The cost for these publications may vary and is based upon the following: Printing Estimate + Department Staff Costs + Postage/Quantity of Books Ordered.

5. State Archives Division—Archives Reproduction and Research Section <sup>1</sup>

Item	Fee
<b>Digital Imaging -</b>	
600 Pixels Per Inch .TIFF Digital Image (Not for Commercial Use) (For Existing Original Photograph Collections Only) (See Reproduction Rights Fee) <sup>2</sup>	\$10.00
Reproduction Rights Fee (Commercial Use Only) (Per Image) <sup>3</sup>	\$100.00
Oversized Digital Image Capture	\$20.00
<b>Legislative Committee Hearing/Meeting</b>	
For Public (Cost Per Digital Audio File)	\$20.00
For State Agency (Cost Per Digital Audio File)	\$10.00
<b>Photocopy Reproduction --</b>	
Confederate Pension Records Applications (Per Individual) (Cost Per One Application)	\$20.00
Military Service Records (Confederate Soldiers Military Records From Louisiana and World War I Discharge Records) (Cost Per Individual)	\$15.00
Other Historical Documents (Per Act 602 of the 2006 Regular Legislative Session) (Louisiana Governmental Agencies Only) (Cost Per Set)	\$10.00
Proces Verbal	
Certification	\$20.00
Proces Verbal (Cost Per Page)	\$2.00
<b>Self-Service Charges</b>	
Book Scanner (Cost Per Page or Digital Image)	\$0.25
Computer Printouts (Cost Per Page)	\$0.25
Microfilm (Cost Per Page or Digital Image)	\$0.50
Photocopies (Cost Per Page or Digital Image)	\$0.25
<b>Staff Reproduction of Archival Material</b>	
Document Certification (Cost Per Record)	\$20.00
Public Vital Records (Certified) (Cost Per Record)	\$10.00
Public Vital Records (Certified Letter of "No Record After Reasonable Search") (Per Individual, Per Spelling Variation)	\$20.00
Public Vital Records, Photocopy/Digital Image (Non-certified) (Cost Per Record)	\$5.00
Flash Drive—2GB (with State Seal) (Includes first 10 Digital Images)	\$15.00
<b>Microfilm Duplication of Existing Roll (Cost Per Roll)</b>	
16mm Reel	\$30.00
35mm Reel	\$45.00

<sup>1</sup> Fees are for research and must be collected for both successful and unsuccessful searches. No research will be conducted until payment is approved or received.

<sup>2</sup> Refer to the Louisiana State Archives Policy on the Reproduction of Archival Images (Form LH10).

<sup>3</sup> Refer to the Louisiana State Archives Policy on the Reproduction of Archival Images (Form LH10) and Request for Permission to Publicly Display Images for Commercial Use (Form LF12).

a. The following forms will be used when requesting reproduction of archival images and requesting permission to publicly display images for commercial use:

- i. Policy on the reproduction of Archival Images (Form LH10); and/or
- ii. Request for Permission to Publicly Display Images for Commercial Use (Form LFP12).

6. State Archives Division—Audiovisual Archives

Item	Fee
<b>Audio and Video Fees -</b>	
Low Resolution video preview files provided in MP4 format	No cost
Materials Charge (Cost per storage media)	\$15.00
<b>Multimedia Archives License Fee Schedule -</b>	
<b>Feature Film (per second)</b>	
United State Only	\$80.00
Worldwide	\$90.00
<b>Film Festival Only (per second)</b>	
Within State of Louisiana Only	\$15.00
United States	\$20.00
Worldwide	\$25.00
<b>Television Broadcast (per second)</b>	
Within State of Louisiana Only	\$30.00
United States	\$40.00
Worldwide	\$50.00
<b>Television Broadcast Non-Commercial PBS Station (per second)</b>	
Within State of Louisiana only	\$15.00
United States only	\$20.00
Worldwide	\$25.00
<b>Premium Streaming Service (Netflix, Hulu, etc.) (per second)</b>	
United States only	\$40.00
Worldwide	\$50.00
<b>Educational, Non-commercial Distribution Only (per second)</b>	
Within State of Louisiana only	\$15.00
United States only	\$20.00
Worldwide	\$25.00
<b>Television Commercial (per second)</b>	
Within State of Louisiana only (single market)	\$30.00
United States only	\$40.00
Worldwide	\$50.00
<b>Corporate Presentation (per second)</b>	
Located Within State of Louisiana only	\$15.00
Located United States only	\$20.00
Located Worldwide	\$25.00
<b>Live Event (per second)</b>	
Located Within State of Louisiana only	\$15.00
Located United States only	\$20.00
Located Worldwide	\$25.00
<b>Live Event Non-Profit (per second)</b>	
Located Within State of Louisiana only	\$10.00
Located United States only	\$15.00
Located Worldwide	\$20.00
<b>Concert (per second)</b>	
Located Within State of Louisiana only	\$20.00
Located United States only	\$25.00
Located Worldwide	\$30.00
<b>Concert Non-Profit (per second)</b>	
Located Within State of Louisiana only	\$15.00
Located United States only	\$20.00
Located Worldwide	\$25.00
<b>Museum Exhibit (per second)</b>	
Located Within State of Louisiana only	\$10.00
Located United States only	\$15.00
Located Worldwide	\$20.00
<b>Music Video (per second)</b>	
Within State of Louisiana only	\$10.00
United States only	\$15.00
Worldwide	\$20.00
<b>Industrial Communication (non-broadcast) (per second)</b>	
Within State of Louisiana only	\$20.00
United States only	\$25.00
Worldwide	\$30.00
<b>Web Player—Commercial (web hosted and protected from download) (per second).—Term limits apply</b>	
Worldwide	\$30.00
<b>Webplayer—Non-Commercial (web hosted and protected from download) (per second)—Term limits apply</b>	

Item	Fee
Worldwide	\$15.00
Radio Transmission (per second)	
Within State of Louisiana only	\$15.00
United States only	\$20.00
Worldwide	\$25.00
All media, Not known, Worldwide	\$100.00

7. State Archives Division—Imaging and Preservation Services (For Agencies Only) <sup>1</sup>

Item	Fee
Paper Record Conversion Services	
Paper to Microfilm or Digital (per image)*	\$0.10
Paper to Microfilm and Digital (per image)*	\$0.15
Microfilm Conversion Services	
Microfilm to Digital (per image, TIF or PDF)*	\$0.07
Microfilm to Digital (per image, TIF and PDF)*	\$0.08
Additional indexing (per field, per series)	\$0.05
Image Capture	
Digital to Microfilm (TIF or PDF, per image)*	\$0.07
Additional Services/Add-ons	
2 <sup>nd</sup> Diazo Duplicate Reel (16 mm)	\$15.00
2 <sup>nd</sup> Diazo Duplicate Reel (35 mm)	\$20.00
2 <sup>nd</sup> Silver Original Reel 16mm (Dual Reels 100')	\$18.00
2 <sup>nd</sup> Silver Original Reel 16mm (Dual Reels 215')	\$20.00
Add-on Image to Microfiche Jacket	\$0.30
Load Reel onto Cartridge	\$12.00
Microfiche Jacket	\$0.60
Microfilm Duplication of Existing Roll (Cost Per Roll)	
16 mm Reel	\$25.00
35 mm Reel	\$40.00
Delivery of Digital Media Storage Type	
External Hard Drive (per drive)	At Cost
Media by Data Exchange (FTP, per gigabyte)	No Charge
Archival Supplies utilized for original materials returned to agency post-digitization (boxes, folders, etc.)	At Cost

<sup>1</sup>Above pricing may include the following services as applicable: pickup, document preparation, filming, processing, storage of original reel at the Louisiana State Archives Facility, duplicate reel sent to agency, disposal of original documents, and/or return of documents per agency instruction or approval. For more details or job price quotes, please contact the imaging and preservation services program at (225) 922-1000.

\*Conversion services for digital media includes basic editing, quality control, and the first two fields of indexing.

8. State Archives Division—Records Center (For State Agencies Only)

Item	Fee
Package of Cubic Foot Boxes (25 Boxes in Package)	At Cost
Intake and Disposal Fee	At Cost

Due to the fluctuation in the department's procurement cost of the storage boxes, and destruction by outside vendors, the actual cost for storage boxes and destruction will be assessed and will be posted on the department's website.

B. Method of Payment

1. The acceptable methods of payment for fees specified in Subsection A above are credit card (see bankcard convenience fee below), check, money order, or cash. Checks and money orders should be made to the Department of State.

2. There is a service charge for using a bankcard for transactions conducted via internet, postal mail, email, FAX, and telephone requests. If using a credit or debit card for an in-person transaction, there is no service charge. Since the bankcard convenience fee has to be approved by the State

Treasurer, the fee will be posted on the department's website. This amount may vary.

3. Payments from state entities are to be processed through authorized state accounting systems.

AUTHORITY NOTE: Promulgated in accordance with R.S. 3:1447, R.S. 9:2782, R.S. 18:1293, R.S. 24:172, R.S. 24:173.1, R.S. 25:1282, R.S. 25:1284, R.S. 36:742, R.S. 40:1151.2, R.S. 43:19, R.S. 43:22, R.S. 44:1 et seq., R.S. 44:402, R.S. 44:405, R.S. 44:406, R.S. 44:408, R.S. 44:415, R.S. 44:420, R.S. 44:421, R.S. 49:222(A), R.S. 49:227, R.S. 49:228, Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, and Hague Convention of 29 May 1993 on Protection of Children and Co-operation in Respect of Intercountry Adoption (22 CFR 96).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2537 (December 2017), amended LR 44:2222 (December 2018), LR 49:

**§403. Department of State Public Records Request**

A. The Department of State processes public records requests during regular business hours (Monday through Friday from 8 a.m. to 4:30 p.m.) each business day. The department does not process requests on Saturdays, Sundays, or state holidays.

B. All requests shall be made in writing and may be made by completing a form that will be provided on the department's website. If the copies are to be certified, the person making the request should notify the department when making his request. Certified copies are not available when transmitting records via email, except for commercial records.

C. When submitting a request in writing or in-person, the requestor should use the following address: Department of State, Attention: Legal Division (Public Records Request), 8585 Archives Blvd., P. O. Box 94125, Baton Rouge, LA 70804-9125. Requests may also be made online by answering all of the questions provided on the form and submitting the request to the following email address: PublicRecordsRequest@sos.la.gov.

D. Every public records request shall provide a detailed description of the documents being requested. In addition, the requestor shall inform the department as to the format (i.e., hard copy, electronic copy, USB drive, CD, tape, etc.) to use when submitting the documents to the requestor. In addition, he must stipulate the delivery method (U.S postal service, express mail, electronic delivery, in-person, or fax) that will be used to submit documents to requestor.

E. After the department processes the request, an estimate of the costs will be submitted to the requestor utilizing the costs specified in §401 above plus the cost of delivery. All payments can be made utilizing a credit card (see §401.B.2 above for convenience fee), check, or money order. Once the department receives the funds from the requestor, the department will release the documents to the requestor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 36:742, R.S. 44:1 et seq., and R.S. 49:222(A).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2539 (December 2017), amended LR 49:

**§405. Louisiana State Archives Facilities**

A. All organizations wishing to rent facilities at the Louisiana State Archives building should review the Rental Policy and Damage Assessment Checklist, found on the department's website, and will be required to complete a Louisiana State Archives Event Registration Request Form. On the form, the organization will be required to

acknowledge agreement with the indemnification provision specified on the form. The completed form should be mailed to the Louisiana Department of State, Archives Division, P.O. Box 94125, Baton Rouge, LA 70804-9125. The form may also be mailed to the Archives Division. If there are any questions, call the state archives facility at (225) 922-1000.

Item	Fee
Non-Profit Government Agency	
After hours rental	\$150.00
For Profit/Commercial	
1/2 day rental	\$125.00
Full day rental	\$200.00
After hours rental	\$400.00
Damage Assessment	\$500.00

AUTHORITY NOTE: Promulgated in accordance with R.S. 36:742, R.S. 44:408, and R.S. 49:222(A).

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 43:2540 (December 2017), amended LR 49:

#### Family Impact Statement

The proposed Rule regarding remote online notarization should not have any known or foreseeable impact on any family as defined by R.S. 49:927 or on family formation, stability and autonomy. Specifically, there should be no known of foreseeable effect on:

1. the stability of the family;
2. the authority and rights of parents regarding the education and supervision of their children;
3. the functioning of the family;
4. family earnings and family budget;
5. the behavior and personal responsibility of children; and
6. the ability of the family or a local government to perform the function as contained in the proposed Rule.

#### Poverty Impact Statement

The proposed Rule should not have any known or foreseeable impact on poverty as defined by R.S. 49:973. Specifically, there should be no known of foreseeable effect on:

1. the household income, assets and financial security;
2. early childhood development and preschool through postsecondary education development;
3. employment and workforce development;
4. taxes and tax credits; and
5. child and dependent care, housing, health care, nutrition, transportation, and utilities assistance.

#### Small Business Analysis

The impact of the proposed Rule on small business has been considered and it is estimated that the proposed action is not expected to have a significant adverse impact on small business as defined in the Regulatory Flexibility Act. The agency, consistent with health, safety, environmental and economic welfare factors has considered and, where possible, utilized regulatory methods in the drafting of the proposed Rule that will accomplish the objectives of applicable statutes while minimizing the adverse impact of the proposed Rule on small business.

#### Provider Impact Statement

The proposed Rule should not have any known or foreseeable impact on providers as defined by HRC 170 of the 2014 Regular Session of the Louisiana Legislature. In

particular, there should be no known of foreseeable effect on:

1. the effect of the staffing level requirement or qualifications required to provide the same level of service;
2. the total direct and indirect effect on the cost to the providers to provide the same level of service; or
3. the overall effect on the ability of the provider to provide the same level of service.

#### Public Comments

Interested persons may submit written comments relative to the proposed Rule or request a public hearing on the proposed rule until 4:30 p.m., June 15, 2023, by U.S. mail to the Louisiana Department of State, Attn: Steve Hawkland, 8585 Archives Ave., Baton Rouge, LA 70809.

#### Public Hearing

To confirm whether or not a public hearing will be held, interested persons should first call Steve Hawkland at (225) 287-7475 after June 15, 2023. If a public hearing is to be held, all interested persons are invited to attend and present data, views, comments, or arguments, orally or in writing.

R. Kyle Ardoin  
Secretary of State

### FISCAL AND ECONOMIC IMPACT STATEMENT FOR ADMINISTRATIVE RULES RULE TITLE: Department Non-Statutory Fees

#### I. ESTIMATED IMPLEMENTATION COSTS (SAVINGS) TO STATE OR LOCAL GOVERNMENT UNITS (Summary)

The proposed rule amendment will not result in any costs to the Department of State. There will be the ability to now recoup the costs of microfilming/imaging projects which have been passed on to the agency's contracted vendor for overflow work, as the vendor's fees have increased over what the Department of State is allowed to charge. Other state agencies as well as local government entities may be impacted to the extent they are subject to the fee increases. Potential increases are not anticipated to be significant.

#### II. ESTIMATED EFFECT ON REVENUE COLLECTIONS OF STATE OR LOCAL GOVERNMENTAL UNITS (Summary)

Overall, the estimated revenue collections for the Department of State are generally expected to increase minimally. Fees for the audiovisual archives have been substantially restructured to become more competitive with industry standards, but revenue collections cannot be projected due to the nature of the requests for this material, and the primary customer is not governmental agencies at any level but instead private individuals and businesses.

#### III. ESTIMATED COSTS AND/OR ECONOMIC BENEFITS TO DIRECTLY AFFECTED PERSONS, SMALL BUSINESSES, OR NONGOVERNMENTAL GROUPS (Summary)

The estimated costs to persons, small businesses or non-governmental groups may increase to the extent they are subject to the fee increases.

#### IV. ESTIMATED EFFECT ON COMPETITION AND EMPLOYMENT (Summary)

The proposed rule amendment will have no estimated effect on competition and employment.

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