

# BIENNIAL REPORT TO THE GOVERNOR

BIENNIUM ENDING JUNE 30, 2022

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NEVADA SECRETARY OF STATE  
BARBARA K. CEGAVSKE



SEPTEMBER 15, 2022





## OFFICE OF THE SECRETARY OF STATE

BARBARA K. CEGAVSKE  
*Secretary of State*

December 23, 2022

The Honorable Steve Sisolak  
Governor of Nevada  
101 N. Carson Street, Suite 1  
Carson City, NV 89701

Dear Governor Sisolak,

The attached Biennial Report includes narrative and exhibits detailing the accomplishments of the Secretary of State's office during state fiscal years 2021 and 2022, as well as a summary of the general business of the office and the challenges faced during that time, and during the final 6 months of my term in office.

The accomplishments of the Secretary of State's office over the seventh and eighth years of this administration could not have occurred without the dedicated deputies and staff that make up our team and the cooperative spirit within the office and the other agencies with whom we work.

Along with the accomplishments of the past two and one-half years came unprecedented challenges. The COVID-19 state of emergency and its after-effects severely limited the office's ability to expand and enhance service and required us to focus on providing basic Secretary of State services. Nevertheless, the office remained open throughout the COVID 19 State-of-Emergency, closing its doors only two days in response to security and safety concerns, and continued to provide services with significantly reduced staffing levels. State and local election officials and staff, including myself, received threats and abusive calls regarding elections to the point where many resigned or retired. Additionally, the office experienced staff vacancies and shortages and as such, struggled to provide the high a level of service our customers have come to expect. Contract and performance issues with the vendor providing a new Commercial Recordings processing system caused delays in processing business entity filings and were cause for the office to ultimately cut ties with this contractor. We ultimately contracted with a new service provider to support the system. Nonetheless, our staff and partners rose to these challenges and continued to serve our customers and the public. Among the many duties of the Secretary of State, the Elections Division continues to receive the most attention. As Nevada's Chief election official, I am

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tasked with maintaining Nevada's reputation for fair, impartial, accurate and secure elections. The Secretary of State has met the challenges of election security, mis/disinformation, numerous unsuccessful legal challenges, significantly changing statutes, election deniers and voter confidence, while ensuring that all eligible Nevadans have the opportunity to register and exercise their right to vote, regardless of the method. We successfully administered the 2020 General Election and the 2022 Primary General Elections in November. We successfully implemented changes in Nevada's election laws passed by the 2021 special and 2021 regular sessions of the Legislature and developed broad regulations relating to election administration. Voter outreach has been a primary focus over the past two and a half years.

The Secretary of State's Commercial Recordings Division assists its customers with a wide variety of business filings and related services. The development and implementation of the replacement for the office's internal and online commercial filing systems continues - consolidating forms and providing online services for nearly every commercial filing processed by the office. The new system also modernizes the previous paper-based notary public application process. It is important to note that staff reductions have significantly affected the Secretary of State's ability to stay up to date with incoming mail, email, and phone calls. Additionally, vendor shortfalls and nonperformance also affected the efficiency of the Division; however, advances are being made with a new vendor to overcome these issues. Nevada continues to be a leader in business entity filing and the choice of many due to its service levels and business-friendly environment.

SilverFlume, Nevada's Business Portal, continues to provide customers online access to various state and local licensing and registration filings and information. SilverFlume staff worked hand-in-hand with our Commercial Recordings and Information Technology staff during the development and implementation of and challenges with the new Commercial Recording filing system. They continue to support and enhance SilverFlume to better serve our customers. SilverFlume was a vital part of our ability to serve our customers throughout the COVID-19 State of Emergency by providing online processes for most business services.

The Securities Division continues its dedicated work to protect Nevada's Investors through the licensing and oversight of Nevada's investment advisors and broker dealers. Members of our Securities team make investor education and outreach a priority and often participate in workshops and civic events to inform Nevadans about potential investment risks. In addition to investigating violations of Nevada's securities law, our criminal investigators assist our Elections Division with election-related issues. The Division also administers the Revised Athletes Agents Act. The Division developed a comprehensive update to Securities regulations that modernize NAC Chapter 90 and includes new exemptions and Model Rules adopted by the North American Securities Administrators Association. These regulations have been scheduled for adoption in January 2023.

The Nevada Lockbox, Domestic Partnership and Document Preparation Services programs continue to expand as awareness of these resources grows. The Division participates in significant outreach efforts to those communities and citizens most impacted by these services. Document Preparation Service registration and compliance efforts help protect against those who might take advantage of Nevada citizens.

Through extensive discussion and planning, following state and federal guidance, the Secretary of State's office was able to continue to provide services to our customers during the COVID-19 pandemic and the resulting Declaration of Emergency. We complied with your requested budget cuts and hiring freeze., and we continue to follow state and federal guidance relating to COVID-19 as we are still feeling the effects of the pandemic.

We could not have continued to provide Secretary of State services without the dedication of our staff and our team's and systems' ability to adapt to the challenges presented to our office and our customers.

It has been my honor to serve as Nevada's 17<sup>th</sup> Secretary of State.

Respectfully,



Barbara K. Cegavske  
Secretary of State

# OFFICE OF THE SECRETARY OF STATE

## DUTIES OF OFFICE

The mission of the Office of Secretary of State is to effectively and efficiently serve the public by performing its statutory duties to ensure the integrity of elections, facilitate business filings, protect consumers against securities fraud, preserve public records, and to promote public awareness and education in these and related areas.

-Nevada State Constitution: Article 5, Section 20

### **The goals of the Office of Secretary of State are to:**

- Ensure the integrity of elections and proper disclosure by candidates and elected officials through the effective administration of the state's election laws and to advocate for change where needed;
- Encourage the development and diversification of the state's business community by providing innovative, expeditious and cost-effective services;
- Protect consumers from investment fraud through effective regulation of the securities industry, enforcement of the securities laws, and education of the public;
- Maintain records and information filed with the office and to make that information easily accessible at a reasonable cost;
- Promote civic education through participation in state and local events and outreach to Nevada's educational community, and
- Carry out additional constitutional and statutory duties with equal enthusiasm and professionalism.

With the advent of statehood in 1864, the Nevada Office of the Secretary of State was established as part of the state's executive branch of government. The Secretary of State, Nevada's third highest-ranking constitutional officer, is elected to a four-year term. State constitutional officers are limited to two terms in office. Current Secretary of State Barbara Cegavske is Nevada's 17th Secretary of State and 3rd woman to serve in the office.

The Secretary of State is responsible for maintaining the official records of the acts of the Nevada Legislature and of the executive branches of state government, as prescribed by law. Along with duties established by Nevada Revised Statutes, the Secretary of State is a member of the State Board of Examiners, State Board of Prison Commissioners, Tahoe Regional Planning Agency, Executive Branch Audit Committee, Board of Economic Development, Chair of the State Records Committee, the Election Integrity Task Force (EITF), Chair of the Advisory Committee on Participatory Democracy (ACPD), and member of the Complete Count Committee for the 2020 Census.

In addition to Constitutional duties, the Secretary of State serves as Nevada's Chief Elections Officer. In this role, the Secretary of State is responsible for the execution, interpretation and enforcement of federal and state election laws, is the filing officer for statewide elective positions, and is the filing officer for all statewide initiative petitions and referendums.

The Secretary of State's office also receives business entity filings and maintains records for corporations, limited liability companies, limited partnerships, limited liability partnerships, limited liability limited partnerships, business trusts, professional corporations and associations, and rights of publicity; issues State Business Licenses and collects the associated fees; administers SilverFlume, Nevada's Business Portal; administers the Nevada Lockbox, a registry of advance directives and guardianship nominations; administers the registries of document preparation service providers, domestic partnerships and ministers; administers the Notary Public Act, Trademark Act, and the Uniform Commercial Code; regulates the securities industry by registering securities, licensing persons who sell them, and enforcing the civil and criminal provisions of state and federal securities law; and licenses and regulates athletes agents.



# OFFICE OF THE SECRETARY OF STATE

## EXECUTIVE SUMMARY

The Elections Division is committed to transparency, security and accuracy in all its practices. As we completed the 2022 election cycle, the office continued to make every effort to ensure that all eligible Nevadans are able to register and exercise their right to vote. The Secretary of State's website at [www.nvsos.gov](http://www.nvsos.gov), contains valuable information about Nevada's election processes and our Election Night Reporting page, found at [silverstateelection.nv.gov](http://silverstateelection.nv.gov), provides election results and other valuable information related to turnout and ballots cast. The continuation of the Election Integrity Task Force allows the office to address potential issues and any matters that might occur on Election Day. We continue to work with all 17 counties to ensure uniform and best practices throughout the election process.

The office oversaw the 2020 and 2022 general elections which, despite numerous challenges including a shortage of poll workers, global pandemic, and vast misinformation, were identified as the [most secure elections in American history](#). Following the canvass of the 2020 general election by the Nevada Supreme Court, state and county election officials shifted their focus to supporting the information needs of the 2021 Legislature. Upon completion of the Legislative Session, state and county election officials and their staff members shifted to the implementation of the 10 bills that were passed, while continuously preparing for the 2022 election cycle.

The 2022 election cycle proved to be different from the 2020 election cycle, but not necessarily smoother for election officials.

Fraught with old and new challenges including continued misinformation and cyber threats, further inquiries into the 2020 general election, threats against state and county officials, significant turn-over with county and state elections staff, and a wave of election official resignations, the election cycle was more challenging in many ways than the 2020 cycle. In addition to the aforementioned challenges, the implementation of new legislation occurred while state and county officials worked to identify and address the friction points of the 2020 election cycle. This combination of new laws and processes, continued historic challenges, widespread turnover of election officials and staff members, and continued external pressure led to a recognition by election officials that things had to continue changing and adapting in order ensure success during the 2022 general election and 2024 election cycle.

The Commercial Recordings Division collected \$197,438,697 in revenue in FY 2021 and \$205,800,598 in FY 2022. As of June 30, 2022, there were 374,626 active business entities registered to conduct business, with an additional 52,271 active sole proprietor and general partnership licenses. New filings increased by approximately 32% and the number of entities in default status dropped by approximately 12%, as compared to FY 2020.

The COVID pandemic forced a shift in the way the office conducts business. With a steady average of approximately 30% staff vacancy rate over the biennium, in October 2021 the office closed its customer lobby in Las Vegas and implemented a drop box system for regular filings and an appointment system for expedite and apostille orders. In addition, the office reprioritized how in-house (paper) filings are processed and encouraged the public to use the online system to avoid long wait times. As a result of these changes, the percentage rate of online filings jumped. In FY 2020 new and renewal filings online averaged 89.10%. In FYs 2021 and 2022 new and renewal filings online averaged 93.85% and 94.84% respectively.

The Division is continuing to advance ideas and effect change to improve the overall customer experience.

The Business Portal Division collaborated with the Commercial Recordings Division to continue the maintenance and enhancement process of the new business licensing system. The Business Portal Division worked with the Department of Business and Industry to enhance the presence and linkage between SilverFlume and the Business Roadmap as well as working with the Department of Taxation to upgrade the Tax workflow/interface. The Business Portal Division converted from the legacy Oracle database, and the Oracle web application to an Agency standard SQL database, and opensource web application saving the State over \$250,000 in annual license fees and auxiliary hosting expenses. SilverFlume has recorded more than 1.5 million filings with a revenue of over \$500 million since go live of the new system. More than 4 million governmental transactions have been completed with revenue of over 1.4 billion generated by businesses using SilverFlume since it was implemented in 2012. SilverFlume's cross-governmental registrations continue to enhance Nevada's business-friendly environment.

The Securities Division works to ensure the integrity of the securities marketplace through investigative actions as well as the registration and oversight of securities, securities brokers and dealers, investment advisors and their representatives. Educating the public through community forums, presentations and the distribution of publications is a significant component of the Division's responsibility. In addition to its licensing and oversight duties, the Division developed and held workshops relating to a comprehensive update to Nevada's Security regulations that modernize Chapter 90 of the Nevada Administrative Code and are expected to be adopted in January 2023.

The Notary Division appoints, trains and regulates over 25,000 notaries public in Nevada. The Division is also responsible for providing authentication of notary signatures, known as Apostilles or Certifications, which are typically used to authenticate documents to be presented in foreign countries. Apostilles and Certifications are issued in accordance with the Hague Convention and can only be issued by the Secretary of State's office.

During Fiscal Years 2021 and 2022, 11,000 notaries public renewed or received new appointments and a growing number of them also registered to perform electronic notarizations. The Division has approved 23 electronic notary solution providers since the inception of electronic and remote notarizations and continues to receive and review new applications. The Division also issued over 25,000 Apostilles and Certifications.

Document Preparation Services, Nevada Lockbox and Domestic Partnership Program are services provided mainly in our Las Vegas office. The Nevada Lockbox was expanded in 2017 to add a registry for the filing of a nomination of guardian. The Nevada Lockbox consists of two registries – the Advance Directive Registry and the Guardianship Registry. At the close of Fiscal Year 2022, the Lockbox had 26,312 active registrants and 86 authorized entities with access to the Lockbox. In Document Preparation Services, FY 2022 closed with 1,475 active registrants, up from 1,287 at the close of FY 2020. More than 65% of registrants are renewing annually. Domestic Partnership filings holds steady at over 900 Declarations filed each fiscal year.

The Operations Division of the Office of Secretary of State continued to manage the important internal functions including accounting, Human Resources (HR), Information Technology (IT), and administrative support to the Executive Team. The accounting component retained responsibility for managing the office's \$20 million annual budget and more than \$200 million in annual revenues realized by the agency. The HR division supported the recruitment, hiring, and support for all 144 approved positions to ensure compliance with NAC 284 and a safe and effective workplace. As the technology backbone of the office, the IT component oversaw the development and maintenance of seventy custom software products including the statewide voter database, the agency's website and the support of over 250 servers. Additionally, the IT team provided robust cybersecurity, protecting the office's systems from malicious actors and cyber threats, oversight and assistance with all electronic systems employed by agency employees such as telephones, web cameras, laptops, and computers.

The Customer Service Division continues to offer the highest level of customer service possible - handling over 350,000 telephone, mail and e-mail inquiries. While the main focus of all Secretary of State staff is customer service, this dedicated group is our first-line handlers of a majority of customer inquiries. Staff shortages and vacancies greatly affected our ability to provide our customers the service they have come to expect. We look forward to filling those vacancies over the next several months.

Civics education and outreach is an important part of the overall mission of the office. Secretary of State Cegavske and her staff participate in numerous events and presentations throughout the State each year. Staff participates in voter registration outreach at local public, private and charter high schools each fall during Voter Registration Month. Secretary Cegavske established the Helen J. Stewart Award in 2017, to recognize any Nevada high school senior class that achieves Nevada voter registration or pre-registration of 85% or more eligible seniors. The Helen J. Stewart Award was presented to three Nevada high schools for Class of 2022. Shadow

Ridge High School in Las Vegas was presented the award for the fourth time in the Award's history, which is a record for any school in the state. Equipo Academy and Battle Mountain High School senior classes were also presented with the Award. The Secretary of State's office hosts the Nevada Student Mock Election each election year in cooperation with the Nevada Department of Education. In 2020 during the pandemic when schools were conducting classes virtually, the Student Mock Election was administered entirely online. In 2022, the Student Mock Election resumed the option of online voting or paper voting and encompassed voting for the six statewide constitutional offices, one U.S. Senate Seat, all Congressional Representatives, and the State ballot questions.

### **A note about COVID-19**

This report would not be complete without acknowledging the devastating pandemic that began sweeping the globe at the end of 2019. By March 2020, the agency was fully engaged in assessing and addressing the impacts of COVID-19 across all divisions. As the pandemic progressed, as many as 85% of agency employees were rapidly transitioned to work-from-home status using virtual private networks (VPNs). Through the successful coordination of the staff and an increased level of effort by supervisors at all levels, the agency avoided a total shutdown and continued to operate at near-full capacity with only in-person services being temporarily suspended. While business operations were able to continue, the financial and staffing impacts of COVID-19 were devastating to the State and will continue to impact the agency for the foreseeable future. The office continues to follow state and federal COVID-19 guidelines as new variants occur.

# **OFFICE OF THE SECRETARY OF STATE**

## **ELECTIONS DIVISION**

### **OVERVIEW**

The Secretary of State is the Chief Officer of Elections in Nevada and is responsible for the execution and enforcement of all provisions of state and federal law relating to elections in the State (NRS 293.124). Through the Elections Division, the Secretary of State assists in the administration of elections in Nevada, enforces state and federal election laws, and provides technical information to the public and other interested parties.

The Elections Division oversees candidate filings, prepares forms and documents, recommends legislation and regulations relevant to the electoral process, responds to election-related complaints, certifies mechanical voting systems, oversees the filing of candidate Contributions and Expenses (C&E) reports and Financial Disclosure Statements (FDS), enforces laws related to Political Action Committees (PACs), and provides information to the public regarding candidates and elections. The Division publishes informational election materials that are available to the public at no charge.

### **2020 GENERAL ELECTION**

Turnout for 2020 general election was 78.2 percent. For comparison, turnout for the 2016 general election was 76.7 percent. In total, 1,425,026 voters out of over 1.8 million active registered voters cast a ballot during the 2020 general election. Of those who did vote, 40.59 percent early voted in person (578,482 voters), 10.95 percent voted on Election Day (155,996 voters), and 48.46 percent (690,548 voters) voted via mail ballot. This large shift to mail-in voting was a direct result of the passage of Assembly Bill 4 of the 32<sup>nd</sup> Special

Session, conducted in the months before the general election. Assembly Bill 4 directed that every active registered voter be mailed a ballot as a means to counter the risks of the global pandemic reducing voter turnout during the general election. These changes were codified during the following Regular Legislative Session in 2021 making Nevada one of just 8 states with universal vote-by-mail.

## **2021 LEGISLATIVE SESSION**

A number of bills related to elections were approved during the 2021 Legislative Session and subsequently signed into law by the Governor. The following is a brief summary of some these bills:

AB121 - Authorizes voters with a disability to use the Effective System for Absentee Elections (EASE) to register and vote in any election. The EASE system was originally created for use by qualified military voters and overseas citizens, and it enables registration and the casting of a ballot up to the close of polls on election day.

AB126 - Creates a new presidential preference primary election and ends the previously used caucus system. The new presidential preference primary election will be held on the first Tuesday of February of each presidential election year and allows only members of the major political parties to vote.

AB166 - Requires political candidates, political parties, or Political Action Committees who spend more than \$100 to finance text messages for communication to include a “paid for by” message.

AB321 - Makes permanent the changes that were put in place with AB4 and creates a universal vote-by-mail method, while maintaining the early in-person voting and election day polling places/vote centers. The bill changes the deadlines for ballot receipt, curing of



signatures, and certification/canvassing the results. AB321 creates requirements regarding ballot drop boxes. The bill codifies the requirement for the Secretary of State to work with Vital Statistics to remove deceased persons from the voter rolls. AB321 authorizes county election officials to join the Confidential Address Program to keep their personal information confidential from public record. The bill also provides for withdrawal of a petition for initiative or referendum. The bill also provides an appropriation for approximately \$12 million to the Secretary of State for the costs of ballot stock, postage, and postcard notifications necessary to implement this bill's provisions.

AB390 - Requires a candidate who contests their election and the Secretary of State to notify the contested candidate.

AB422 - Codifies the transition to a top-down voter registration program and requires the counties to use the State's system once it is implemented. The bill also extends the deadline for implementing risk limiting audits to the 2024 election, giving the State and counties more time to work out the procedures and policies.

AB432 - Requires the Secretary of State to develop automatic voter registration processes with various Department of Health and Human Services agencies, tribal agencies, and other agencies designated by the Governor. The bill also takes the current "opt-out" process utilized by the Department of Motor Vehicles and transfers the associated responsibility to the county clerks.

SB84 - Changes the maximum number of registered voters in a precinct from 3,000 to 5,000. This will allow the more urban areas to stay at the same number of voting precincts and may result in the county clerks not being required to add polling places or vote centers.

SB292 - This bill changes the procedures and deadlines for filling vacancies in the office of U.S. Senator, U.S. Representative or State Legislator. The bill also changes the deadline to challenge minor political party qualification.

## **ELECTIONS REGULATIONS**

Starting in January 2021, the Elections Division began a regulatory review of the regulations across all chapters of the Nevada Administrative Code (NAC) associated with Title 24 of NRS. This review concluded in February 2022 and ultimately resulted in 147 pages of new and modified regulations encompassing five separate chapters of NAC (NAC 293, 293B, 293D, 294A, and 306). The changes in regulation were focused on increasing transparency and security while making conforming changes to better align the regulations with statutes implemented by the 2021 Legislative Session.

In late 2021 a national discussion began about the strengths and weaknesses of a transition in election tabulation from mechanical devices to hand counting. Hand count tabulations are historically fraught with human error and marked by corruption, but there are no existing Nevada statutes preventing it nor are there regulations to standardize the process. The Elections Division conducted approximately 12 months of research discussing best practices with jurisdictions across the country in order to develop temporary regulations relating to hand count tabulations. These temporary regulations were ultimately adopted in September and took effect in early October 2022, though it is not anticipated that any counties will need to use them during the 2022 general election.

## **2022 PRIMARY ELECTION**

Turnout for the 2022 primary election was 25.77 percent. Of the over 1.8 million active registered voters in Nevada, a total of 469,209 voters cast a ballot. This compares to turnout of 22.91 percent and 29.51 percent for the 2018 and 2020 primary elections, respectively. The 2022 primary election was the first since the passage of AB321 so all active registered voters received a mail-in ballot. This resulted in a voter participation breakdown of: 101,243 (21.58%) ballots being cast on election day; 101,909 (21.72%) ballots being cast during the period for early voting; and 266,057 (56.7%) being cast by mail ballot.

## **2022 GENERAL ELECTION**

Turnout for 2022 general election was 54.6%. For comparison, turnout for the 2018 general election was 62.4%. In total, 1,023,617 voters out of more than 1.8 million active registered voters cast a ballot during the 2022 general election. Of those who cast a ballot, 27.7% (283,976 voters) voted in-person during the early voting period, 21.0% (215,414 voters) voted on Election Day, and 51.2% (524,277 voters) voted via mail ballot. This was the first election cycle in which every active registered voter in Nevada received a ballot under the provisions of Assembly Bill 321 which was passed during the 81st Session. Nevada is one of just eight states with universal vote-by-mail. Assembly Bill 121, also passed during the 81st session, allows a voter with a disability to use the Effective System for Absentee Elections (EASE) to register and vote in any election.

**Active Registered Voters in Nevada by Party  
January 2012 to November 2022**

<b>Date</b>	<b>Active Registered Voters</b>	<b>Democrat</b>	<b>Republican</b>	<b>Nonpartisan</b>	<b>Other</b>
Jan. 2012	1,082,705	447,881	400,310	172,463	62,051
Jan. 2013	1,302,562	548,069	447,500	228,713	78,280
Jan. 2014	1,193,194	493,929	416,015	210,242	73,008
Jan. 2015	1,231,658	488,705	424,791	238,812	79,350
Jan. 2016	1,203,905	471,342	423,308	234,229	75,026
Jan. 2017	1,505,075	595,329	498,013	314,450	97,283
Jan. 2018	1,468,671	567,767	492,190	313,421	95,293
Jan. 2019	1,590,047	609,841	530,972	349,701	99,533
Jan. 2020	1,601,889	610,911	527,641	362,855	100,482
Jan. 2021	1,797,384	654,749	576,126	436,093	130,416
Aug. 2022	1,779,484	586,475	538,077	517,160	137,772
Nov. 2022	1,897,126	616,841	565,121	571,322	143,842

**ADVISORY COMMITTEE ON PARTICIPATORY  
DEMOCRACY**

The Advisory Committee on Participatory Democracy (ACPD) was first established in 1997 by the Legislature under the Office of the Department of Cultural Affairs but was transferred to the Secretary of State's office in 2003. The ACPD consists of not more than 10 members, including the Secretary of State or his or her designee and not more than nine other members appointed by the Secretary of State. The committee's purpose is to assist the Secretary of State in identifying and proposing programs that promote citizen participation in governance, select recipients of the "Jean Ford Democracy Award" to honor citizens who promote participatory democracy in Nevada, and work with partner organizations at the local, state, and national level to increase voter participation. The statute regarding the ACPD is codified in NRS 225.200 through NRS 225.270, inclusive.

Secretary Cegavske reinstituted the ACPD after statutory amendments were made in 2017 to shorten the term of appointment to the ACPD and reduce the required frequency of meetings of the committee. Through June 2022, eight members served, including Secretary Cegavske, utilizing their professional skills and community network of resources to promote and advance the work of the Advisory Committee to promote civic engagement. The Advisory Committee met twice in both 2021 and 2022, transitioning during the pandemic to virtual meetings which were live stream broadcast for the public to participate.

# **OFFICE OF THE SECRETARY OF STATE**

## **COMMERCIAL RECORDINGS DIVISION**

The Commercial Recordings Division processes and files the organizational and amendatory documents of business entities organized under the laws of the State of Nevada. These entities include corporations and nonprofit corporations, limited liability companies, limited partnerships, limited liability partnerships, limited liability limited partnerships, general partnerships, sole proprietors, business trusts, and professional corporations and associations. The Division also reviews, files and processes: state business license applications and annual renewals; trademarks, trade names, service marks, and rights of publicity; and Uniform Commercial Code (UCC) financing statements, changes, and lien searches, as well as federal tax liens and utility filings.

The Commercial Recordings Division has faced some challenges over the last two biennia. Following the replacement of its electronic filing system (eSoS) in July 2019, the Division has been working to resolve system “bugs” to improve efficiency and create an easy filing process for constituents as was originally intended by the upgrade. In the midst of addressing the issues with the system, COVID-related vacancies and staffing issues caused significant impacts in our overall performance and our level of service to the public. As the state’s economy recovered, the office experienced increased filing numbers and revenue, but at the same time recognized substantially decreased in-house processing times and customer service call answer rates.

In FY 2019, the Division processed in-house (paper) filings in one day and answered 90.94% of its customer service calls.

In FY 2020 (with a new system and the COVID pandemic in full swing), in-house filing processing times increased to over two days and customer service call answer rate dropped to 67.26%. Currently, with a consistent 30% staff vacancy rate, in-house processing time is at sixteen days and the call answer rate is a staggering 49.44%.

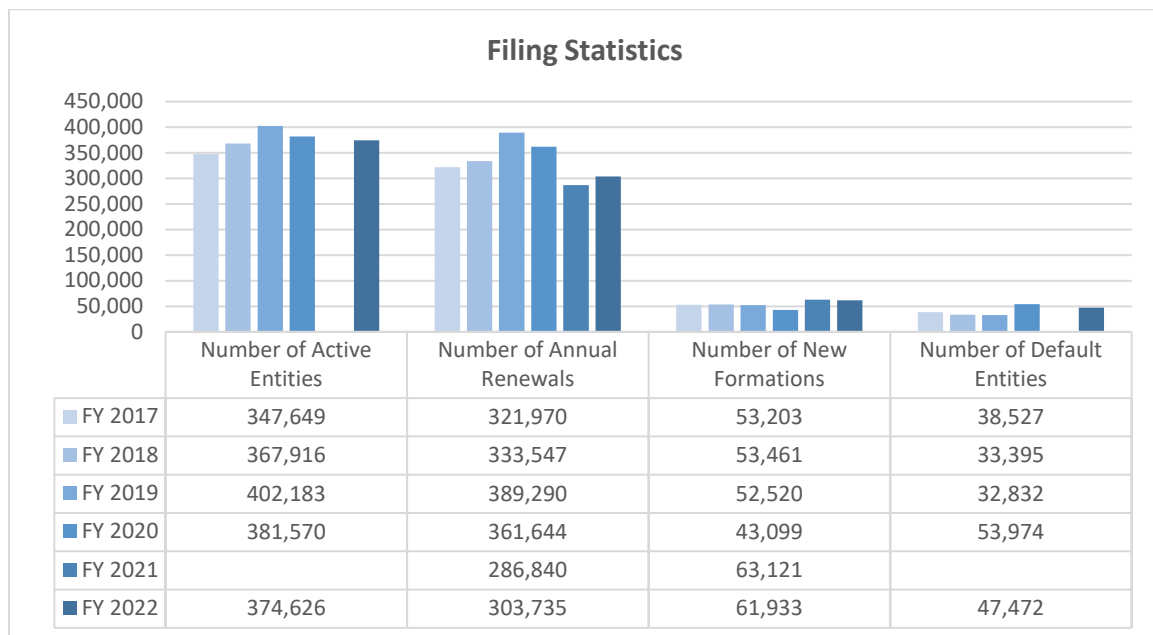
The Division is taking action and necessary steps to recover and return to providing the best possible service to its customers. In October 2021 the office closed its customer lobby in Las Vegas and implemented a drop box system for regular filings and an appointment system for expedite and apostille orders. In April 2022, the office reprioritized how in-house filings are processed and encouraged the public to use the online system to avoid long wait times. As a result of these changes, the percentage rate of online filings jumped. In FY 2020 new and renewal filings online averaged 89.10%. In FYs 2021 and 2022 new and renewal filings online averaged 93.85% and 94.84% respectively. The Division also initiated the idea of self-help tools and has deployed video tutorials on how to use the SilverFlume business portal.

In June 2022, the Commercial Recordings Division and the Business Portal Division engaged with Gartner, Inc. to analyze the current environment and make recommendations on how to improve the overall customer experience with the Secretary of State's office to achieve a "Gold Standard". Shortly after, a task force was assembled to begin building a plan for the implementation of certain recommendations. Additionally, budget enhancement requests have been submitted for valuable tools to support the effort – i.e.: chat bots, survey tools, ticketing and tracking systems, etc.

In July 2022, with the assistance of the Attorney General’s office, the Division entered into a settlement agreement with the vendor responsible for the poor design, implementation and maintenance of the processing system. The Secretary of State’s office acquired the system source code and entered into a new contract with a vendor who will support the IT Division in the maintenance and the necessary fixes to the software. It is anticipated that debugging and stabilization efforts will be very quickly recognized as we are already seeing positive results from the first deployment of fixes in December 2022.

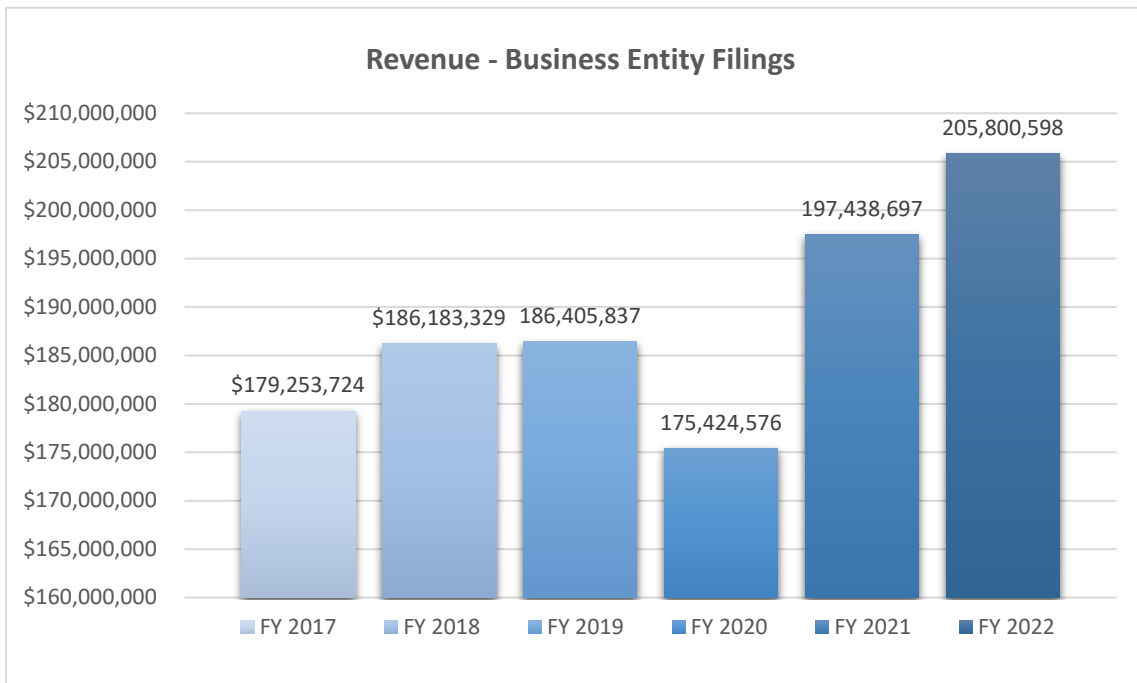
Finally, the Division intends to plan and implement employee experience initiatives and resource investment to develop career paths for staff and longer staff retention within the agency.

### Business Entity Statistics Fiscal Years 2017 -2022

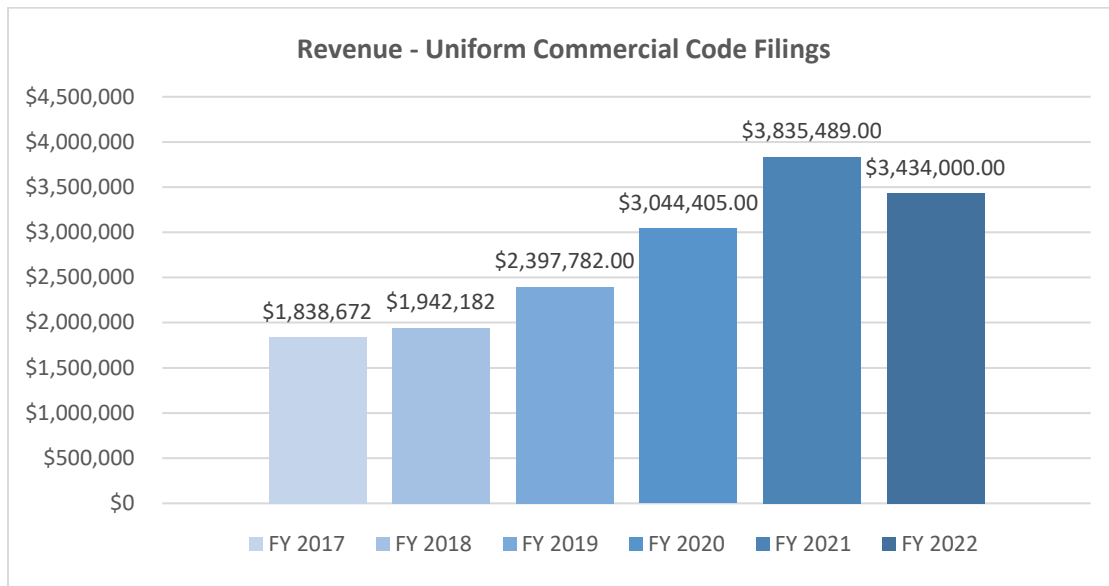




## Revenue: Fiscal Years 2017 – 2022



## UCC Statistics Fiscal Years 2017 -2022



## **COMPLIANCE ENFORCEMENT**

The compliance enforcement staff investigate complaints related to forged or fraudulent filings and non-compliance with registration and licensing requirements. The findings of our investigations result in resolution through administrative action, or by referral to a regulatory or enforcement agency or to the Attorney General. The majority of the complaints we receive are for businesses operating without a state business license. Those related to forged or fraudulent filings are typically civil disputes among the parties that our office has no authority to resolve and require private legal action through the courts. In calendar year 2021, the office received 233 complaints and resolved 220. In calendar year 2022 (to date), the office received 183 complaints and has resolved 116. Of the 416 cases received, only two were referred to another agency for action. The compliance staff also assists during the election cycles with tracking and investigating Election Integrity Violation Reports (EIVRs).

# OFFICE OF THE SECRETARY OF STATE

## SILVERFLUME NEVADA'S BUSINESS PORTAL

Enabled by NRS 75A, SilverFlume is Nevada's first-stop shop business portal ([www.nvsilverflume.gov](http://www.nvsilverflume.gov)) that consolidates cross-governmental registrations needed to start and manage a Nevada business. Launched in 2012, since then SilverFlume has:

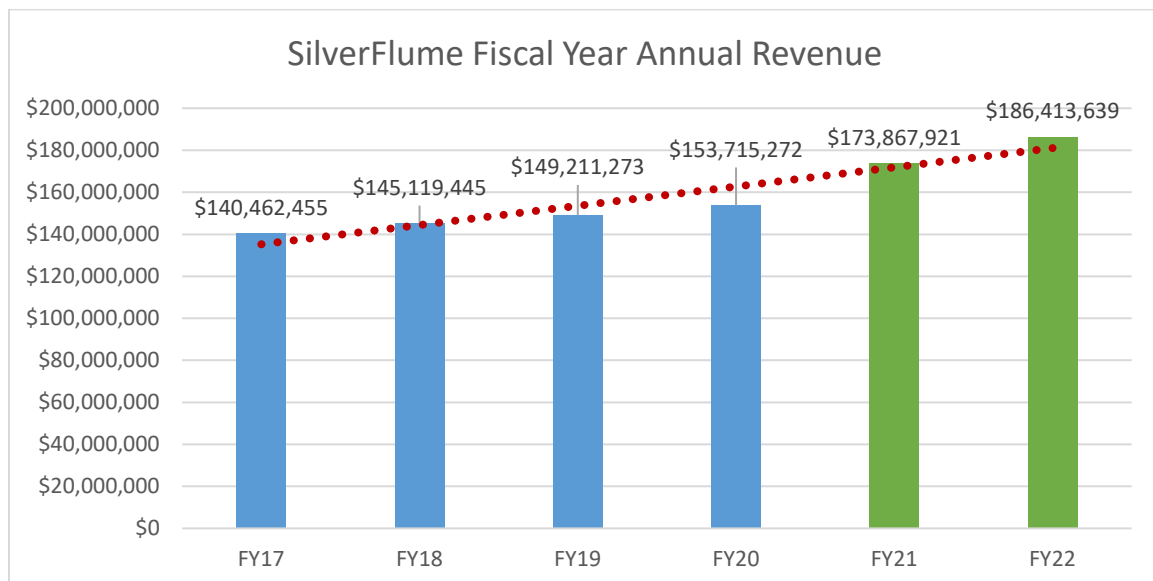
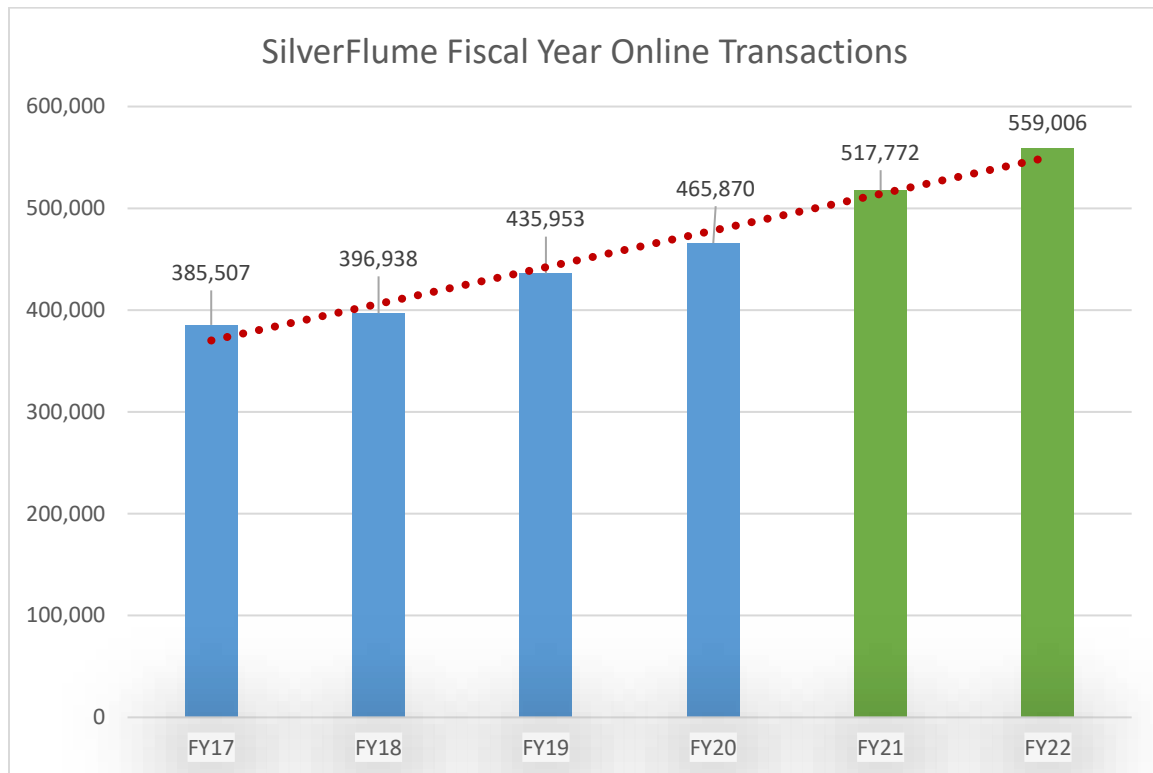
- Processed more than 4 million transactions.
- Passed through more than \$1.4 billion in revenue.

In the FY21 and FY22 Biennium, SilverFlume has:

- Processed more than 1.1 million transactions.
- Passed through more than \$360 million in revenue    Enrolled more than 196,000 business users.
- Continued with maintenance and enhancement releases to the new business licensing application in order to create a delightful experience for our customers.
- Enhanced the presence and linkage between SilverFlume and the Department of Business and Industry “Business Roadmap” and “Business Ecosystem.”
- Converted from the legacy Oracle database, and Oracle web application to the Agency standard SQL database and Tomcat Opensource Web Application, saving the state over \$250,000 in annual expense.
- Legislation – SB237 added LGBTQ to the list of disadvantaged business criteria on the SilverFlume workflow that links the customer to information concerning programs providing financing for small businesses.

- Completed an engagement with a third party to perform a gap analysis to improve overall “Customer Experience” that includes: Product, Processes, People. A recommendation roadmap from FY23-FY25 has already been initiated.

### SilverFlume Statistics over the last 3 biennium’s



SilverFlume is consistent with the state plan for economic development, promoting Nevada as a business-friendly State. SilverFlume has consistently received a majority of positive survey responses (76% user friendly, 1% average, and 18% difficult). While the maintenance and enhancement of the new business licensing system will continue with our new support vendor, the Business Portal Division has started to focus on additional State Agency and local jurisdiction integration as well as enhancing the customer experience. In order to improve the overall customer experience, the Business Portal team in concert with the Commercial Recording team, has developed and deployed a series of YouTube videos that guide the customer through 12 of our most popular business entity filings. The Business Portal Division works to incorporate direct and indirect feedback to continuously improve the SilverFlume business portal. We continue to partner with the Nevada Department of Business and Industry to guide new business owners to the vast resources available, including the “Business Roadmap,” to help make them successful.

## **GOVERNMENTAL COLLABORATIONS**

The Business Portal Division has established, through cooperative efforts and consultation with representatives of state agencies, local governments, health districts and businesses, the standards and requirements necessary to design, build and implement SilverFlume, Nevada’s Business Portal, including collaborations with:

### **State Agencies**

- Administration, Nevada Department of
- Agriculture, Nevada Department of
- Attorney General, Nevada Office of the

- Business and Industry, Nevada Department of
- Controller's Office, Nevada State
- Economic Development, Nevada Governor's Office of
- Employment, Training and Rehabilitation, Nevada Department of
- Governor, Nevada Office of the
- Health and Human Services, Nevada Department of
- Labor, Nevada Department of
- Motor Vehicles, Nevada Department of
- Public Safety, State of Nevada Department of
- Secretary of State's Office, Nevada
- State Treasurer, Nevada Office of
- Taxation, Nevada Department of
- Veterans Services, Nevada Department of

### **Municipalities**

- Boulder City
- Caliente, City of
- Carlin, City of
- Carson City
- Elko, City of
- Fernley, City of
- Gardnerville, Town of

- Henderson, City of
- Las Vegas, City of
- North Las Vegas, City of
- Mesquite, City of
- Pahrump, Town of
- Reno, City of
- Sparks, City of
- Tonopah, Town of
- Wells, City of
- West Wendover, City of

### **Counties**

- Carson City, Nevada
- Churchill County, Nevada
- Clark County, Nevada
- Douglas County, Nevada
- Eureka County, Nevada
- Humboldt County, Nevada
- Nye County, Nevada
- Storey County, Nevada
- Washoe County, Nevada
- White Pine County, Nevada

Geographic Information Systems (GIS): 6  
Regulatory/Licensing Boards: 58

## **DIGITAL OPERATING AGREEMENT**

SilverFlume offers a no-cost digital operating agreement (Digital OA) to support startup businesses with corporate governance at [www.nvsilverflume.gov/digitaloa](http://www.nvsilverflume.gov/digitaloa). Businesses have used Digital OA for more than 13,050 online operating agreements to date.

Launched in 2012, Digital OA is due to be modernized and cutting-edge business concepts and technologies are being assessed to upgrade Digital OA in line with strategic initiatives.



# OFFICE OF THE SECRETARY OF STATE

## SECURITIES DIVISION

The Securities Division's mission is to protect Nevada investors from securities fraud by licensing investment professionals, registering securities offerings, enforcing the State's securities law, and educating the public through community forums, presentations and the distribution of publications.

In addition to performing securities investigations, the Division's criminal investigators conduct corporate filing and election fraud related investigations in their capacity as sworn peace officers. Election fraud investigations have increased substantially since the previous Biennial Report.

The Division recorded annual General Fund revenue of \$32,047,696 in Fiscal Year 2021 and \$35,068,074 in Fiscal Year 2022. These revenues resulted from licensing, registration, inspection and miscellaneous fees, but do not include civil fines.

### LICENSING

Nevada law generally requires that athletes' agents, transfer agents and any person engaging in the offer or sale of securities, or who provides investment advice for compensation, be licensed with the Nevada Securities Division. Generally, firms conducting business as an investment adviser with more than \$100 million in assets under management register with the Securities and Exchange Commission (SEC) as a Federal Covered Adviser. Firms conducting business in the State of Nevada with less than \$100 million in assets under management must register with the Secretary of State's Securities Division or be exempt from that registration. A representative of a Federal Covered Adviser with a place of business in Nevada must be licensed by the Division or exempt from licensing.

## REGISTRATION

Companies seeking to offer securities for sale in the State of Nevada must register their offerings with the Division or comply with an exemption from registration in the Securities Act.

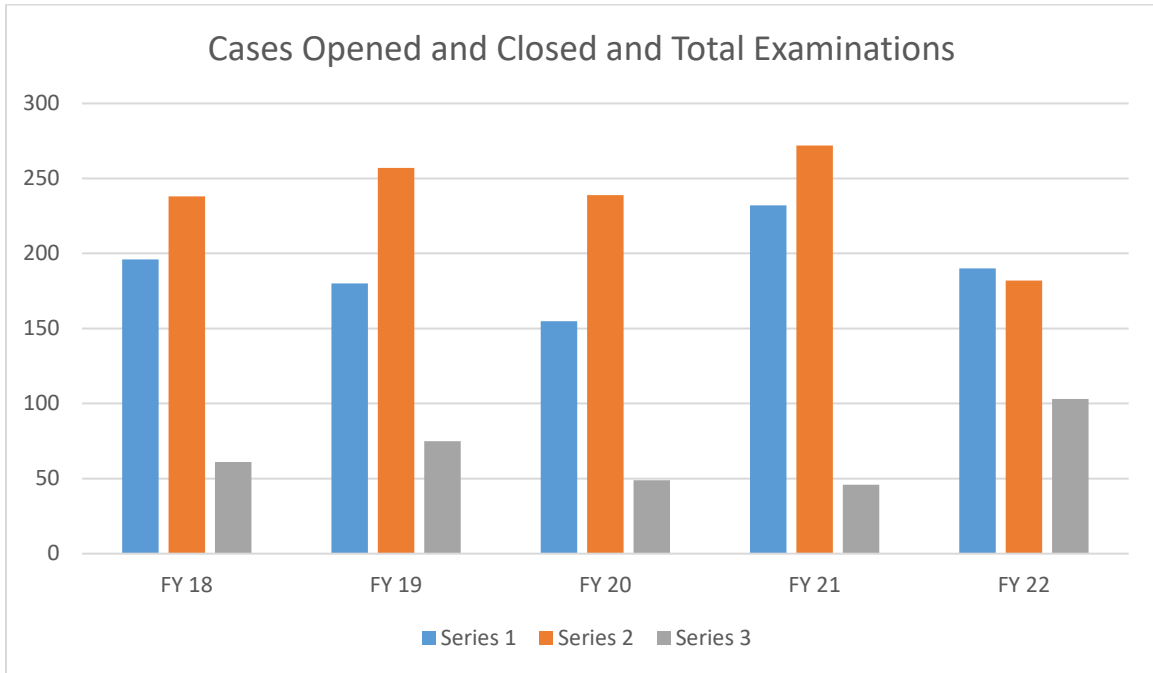
### LICENSING AND REGISTRATION STATISTICS

#### FISCAL YEARS 2018-2022

FISCAL YEAR END	2018	2019	2020	2021	2022
Broker-Dealers	1,617	1,592	1,557	1,560	1,589
Total Investment Advisers	1,579	1,642	1,695	1,815	1,955
Sales Representatives	149,675	154,601	159,618	167,129	179,568
Investment Adviser Reps	4,648	4,701	4,862	5,013	5,186
Athletes' Agents	14	16	7	14	23
Agents of Issuer	92	93	110	14	19
Branch Offices	1,283	1,288	1,261	1,250	1,283
Registrations	65	46	39	46	56
Exemption Filings	12,945	11,254	10,356	11,336	13,438

Enforcement Statistics: Fiscal Years 2019-2022				
	FY 2019	FY 2020	FY 2021	FY 2022
Active cases at the start of FY	372	248	165	125
Cases opened	180	155	232	190
Cases pending at the end of FY	248	165	125	133
Cases referred and accepted for criminal prosecution	1	0	7	11
Criminal convictions	2	0	3	0
Criminal charges	7	2	5	1
Restitution/Disgorgement ordered to be paid to victims in criminal cases	\$900,200.00	\$0.00	\$0.00	\$60,000.00
Restitution collected in criminal cases	\$1,865.92	\$600.00	\$0.00	\$0.00
License revocations / Orders denying licensing / Suspension of licensing	3	3	1	4
Consent orders	12*	8*	10*	10*
Cease and desist orders	3**	5**	10**	14**
Civil penalties	\$542,245.00	\$90,928.00	\$104,730.00	\$215,000.00
Ordered restitution or rescission offers accepted or other remediation to investors	\$499,000.00 `was not restitution	\$1,000.00	\$5,114.33	\$0.00
Number of inspections	75	49	46	103
Inspection fees collected and regulatory investigation costs recovered	\$77,396.00	\$63,288.00	\$49,596.00	\$40,064.00
Annual revenue	\$29,799,349.00	\$30,131,560.00	\$32,047,696.00	\$35,068,074.00

## CASES OPENED AND CLOSED/ NUMBER OF INSPECTIONS



\* The majority of Administrative Consent Orders include a Cease and Desist Order, which are not counted in this column; \*\* This number does not include filed summary orders to cease and desist, which number is not included in this report because the final status of those orders is pending hearing or other resolution.

The Securities Division conducts routine and for-cause periodic inspections of Nevada's broker-dealers and investment advisers in order to ensure compliance with the statutory requirements for conducting a securities business in the State of Nevada. Division investigators also review the securities firms' procedures for compliance with SEC rules and the Financial Industry Regulatory Authority (FINRA) conduct rules.

In order to ensure the Division employees are prepared in the performance of their duties, investigators and other staff members participated in various training programs offered by the National Criminal Information Center (NCIC), the North American Securities Administrators Association (NASAA), and other law enforcement agencies.

### **ATHLETES' AGENTS**

The Nevada State Legislature adopted the Revised Uniform Athlete Agents Act during the 2017 Legislative Session. Among other things the Revised Act broadened the definition of an athlete's agent and now includes not only anyone who directly or indirectly recruits or solicits a student athlete to enter into a contract of agency, but also includes those who for compensation advise an athlete related to their finances, business pursuits, business affairs or career management. At the close of Fiscal Year 2021, 14 agents were registered or renewed their license. At the close of Fiscal Year 2022, 19 agents were registered or renewed their license.

### **INVESTOR EDUCATION AND PUBLIC OUTREACH**

The Secretary of State's Securities Division staff makes several community presentations concerning the detection and avoidance of fraudulent investment schemes. Additionally, the Division publishes informative materials that are made available to the public on the Secretary of State's website, [nvsos.gov](http://nvsos.gov), or by request.

Also, working with resources provided by the Investor Protection Trust (IPT), the Secretary of State distributes a series of booklets covering various aspects of investor education. Specifically, the Nevada Securities Division published the Nevada Investor Guide and made the same available for viewing on the [nvsos.gov](http://nvsos.gov) website.

## **2021 LEGISLATIVE SESSION**

During the 2021 Legislative Session, Senate Bill 9, as introduced by the Lieutenant Governor, revised portions of NRS Chapter 90 by adding a licensing exemption to advisers of certain private funds. Senate Bill 9 was passed and codified, becoming effective on July 1, 2022.

## **REGULATION UPDATE**

The Securities Division promulgated a comprehensive update to Nevada Administrative Code (NAC) Chapter 90 in July 2021. The update both modernizes the existing provisions of NAC 90 and incorporates new exemptions by way of various adopted North American Securities Administrator Association (NASAA) Model Rules. Workshops have been conducted and the Revised Administrative Rules have been noticed for adoption in January 2023.

# **OFFICE OF THE SECRETARY OF STATE**

## **NOTARY DIVISION**

The Secretary of State's Notary Division is responsible for appointing, training, and regulating notaries public in the State of Nevada. There are over 25,000 notaries public who serve the residents of Nevada by providing such services as taking acknowledgements, executing jurats, administering oaths and certifying copies. Notaries public serve in law firms, title companies, banks, government offices, and other private businesses. During Fiscal Years 2021 and 2022, 11,000 notaries public renewed or received new appointments and a growing number of them also registered to perform electronic notarizations. The Division has approved 23 electronic notary solution providers since the inception of electronic and remote notarizations and continues to receive and review new applications.

The Notary Division is also responsible for providing authentication of notary signatures, known as apostilles or certifications, which are typically used to authenticate documents to be presented in foreign countries. Apostilles and certifications can only be issued by the Secretary of State's office. During Fiscal Years 2021 and 2022, the Notary Division issued over 25,000 apostilles.

## **WEBSITE**

The Notary Division's information is available on the Secretary of State's website, [www.nvsos.gov](http://www.nvsos.gov) - including all notary forms and applications, information on how to become a notary public, an explanation of notary duties and commonly asked questions. The ease and availability of pertinent information to customers has helped the Notary Division maintain a five-day turnaround for signature authentication and a seven-day timeframe for the processing of notary applications. The Division's notary application process was modernized in 2020 and is available 24/7 online via the SilverFlume business portal.

## **TRAINING**

During Fiscal Year 2016, the Notary Division developed and implemented its online training program for new and renewing notaries public and thus virtually negated the need for live, in-person classes. During Fiscal Years 2021 and 2022, the Notary Division made improvements to the online training programs for both traditional and electronic notaries public, enabling all notaries to complete the requirements for appointment completely online. These online courses not only offer notary applicants the flexibility to complete their training according to their own individual schedules, but also offer current notaries public the ability to refresh their skills at any time serving as a reference guide available to them at no additional cost.



## **NOTARY ENFORCEMENT & FINES**

By law, the Secretary of State's office is charged with imposing fines for violations of NRS Chapter 240. The average fine for a notary public who does not follow correct statutory procedures is \$200. Infractions such as failure to maintain a notary journal, a legal requirement since 1864, or notarizing the signature of a document signer who does not appear in-person are both subject to maximum fines of \$2,000. Fines collected by the Notary Division during Fiscal Years 2021 and 2022 totaled \$9,900 and \$500, respectively.

# OFFICE OF THE SECRETARY OF STATE

## CUSTOMER SERVICE

The Customer Service Division provides assistance to the general public, businesses, law firms, and other government agencies in a variety of forms and processes in person, by telephone, email or written request from both the Carson City and Las Vegas offices.

Customer service representatives are trained to assist customers with information in a wide variety of areas, including navigating the [nvsos.gov](https://nvsos.gov) website and online filing processes, filing entities, fees, obtaining forms, online services through SilverFlume, Nevada's Business Portal, answering questions with general information and responding to complex inquiries and concerns. The Division also answers general questions about the Notary and Election Divisions and directs customers to the appropriate division within the agency. Although customer service representatives are prohibited by law to give legal advice, they are trained to direct customers to specific Nevada Revised Statutes that may address their issues.

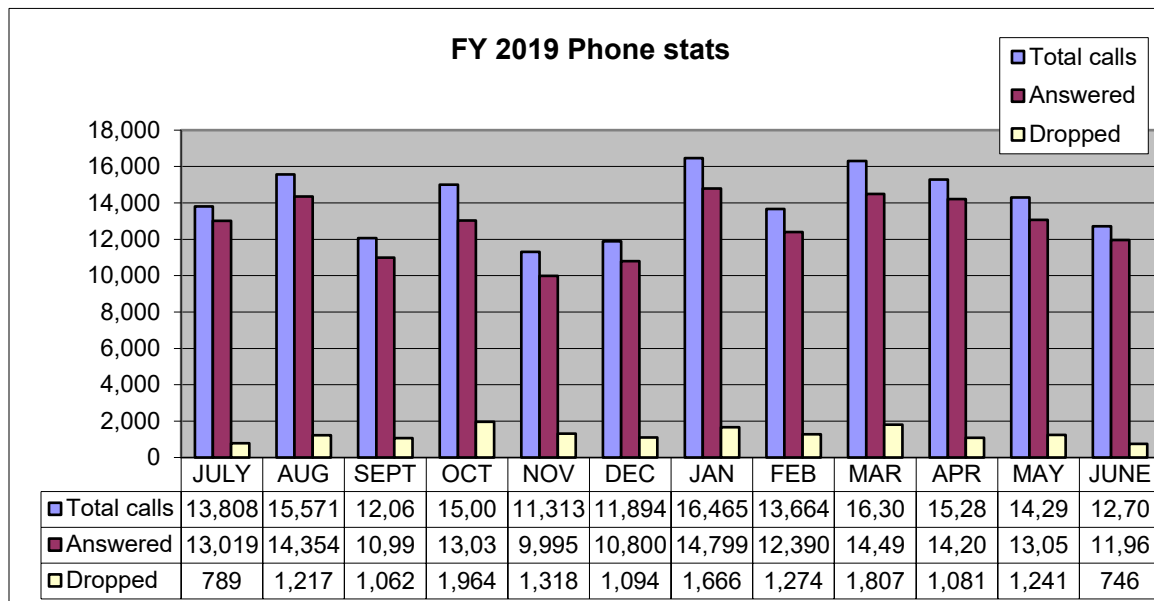
On a daily basis, our 14-person team typically answers 600 - 700 calls and 100+ email inquiries. In addition, the two offices assist an average of 100 walk-in customers per day.

The Commercial Recordings Division has faced some challenges over the last two biennia. Following the replacement of its electronic filing system (eSoS) in July 2019, the Division has been working to resolve system "bugs" to gain efficiency and an easy filing process for constituents as was originally intended by the upgrade. In the midst of addressing the issues with the system, COVID related vacancies and staffing shortages caused significant impacts in our overall performance and our level of service to the public. As the state's economy recovered, the office recognized increased filing numbers and revenue, but at the same time recognized substantially decreased in-house processing times and customer service call

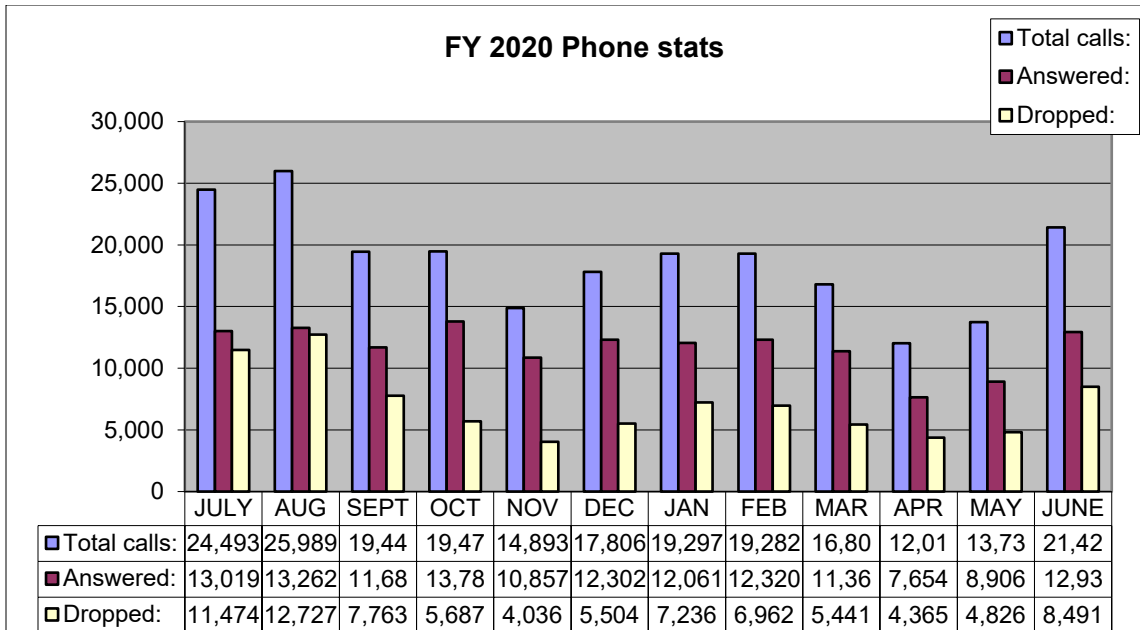
answer rates, due to the system and staffing limitations. In FY 2019, the Division answered 90.94% of its customer service calls. In FY 2020 (with a new system and the COVID pandemic in full swing), the customer service call answer rate dropped to 67.26%. With a consistent 30% post-COVID staff vacancy rate, call answer rates are a staggering 55.03% in FY 2021 and 49.44% in FY 2022.

As described earlier in this report, the Commercial Recordings Division is working on initiatives to improve the overall customer experience with the Secretary of State's office to achieve a "Gold Standard".

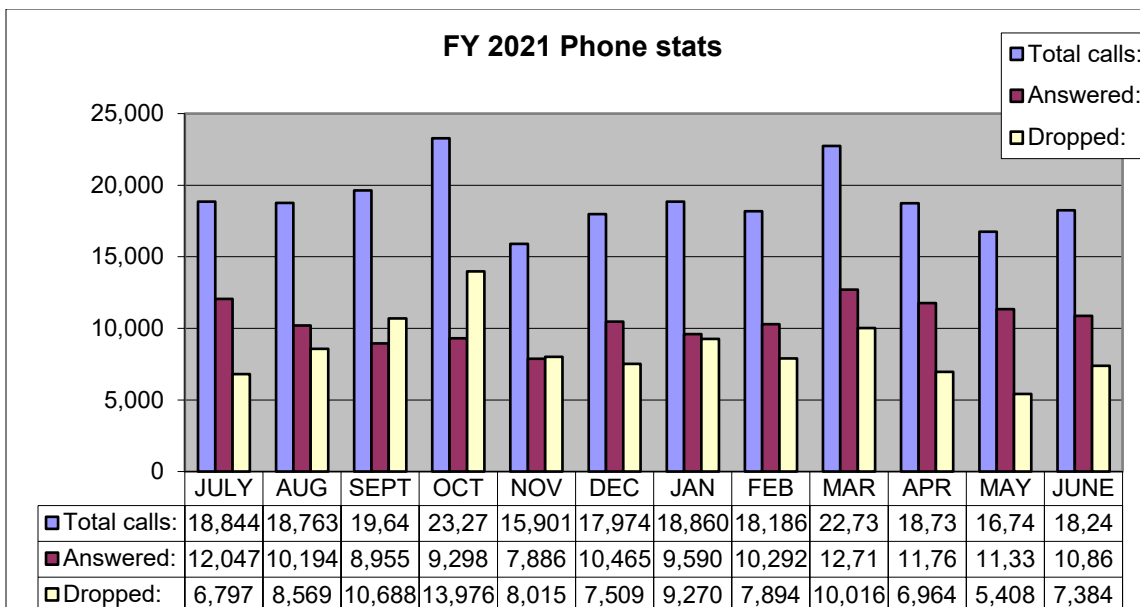
### July 2018 to June 2022 Phone Stats



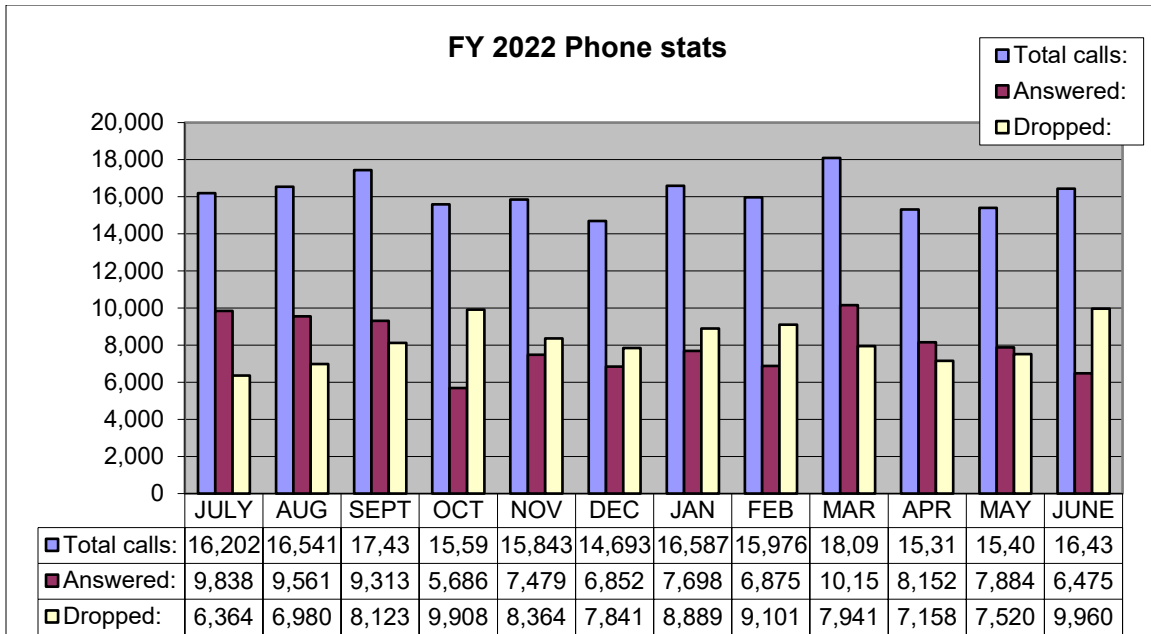
Total calls: 168,373  
 Total Calls Answered: 153,114  
 Total Calls Dropped: 15,259  
 Answer Rate: 90.94%



Total calls: 224,659  
 Total Calls Answered: 140,147  
 Total Calls Dropped: 84,512  
 Answer Rate: 62.38%



Total calls: 227,896  
 Total Calls Answered: 125,406  
 Total Calls Dropped: 102,490  
 Answer Rate: 55.03%



Total calls: 194,114  
 Total Calls Answered: 95,965  
 Total Calls Dropped: 98,149  
 Answer Rate: 49.44%

# OFFICE OF THE SECRETARY OF STATE

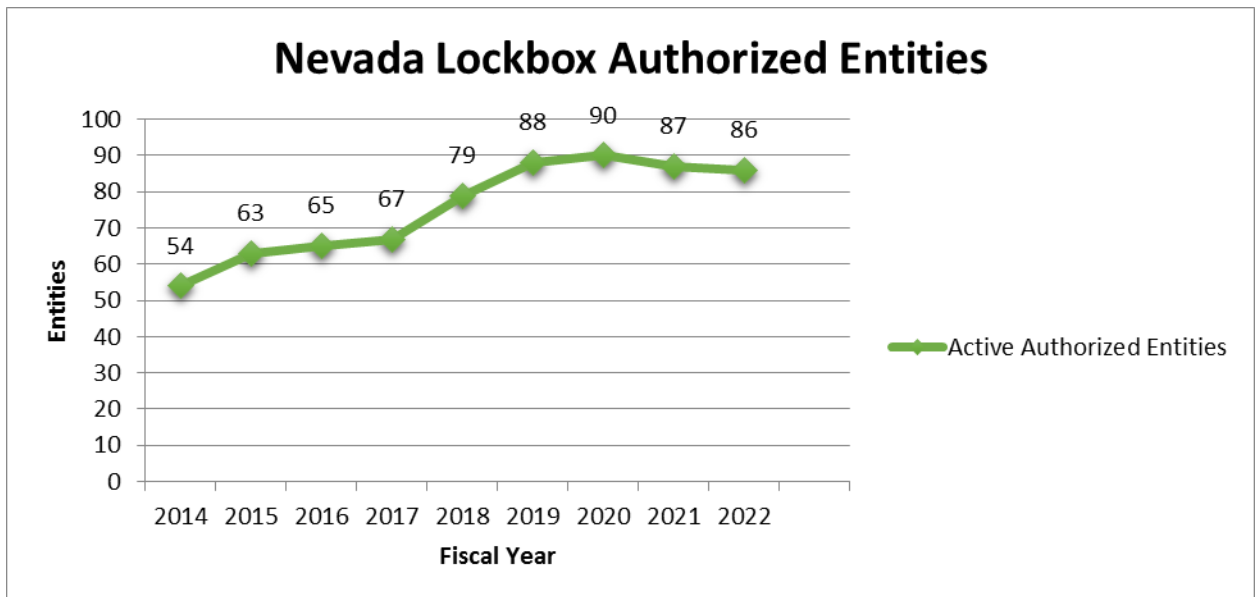
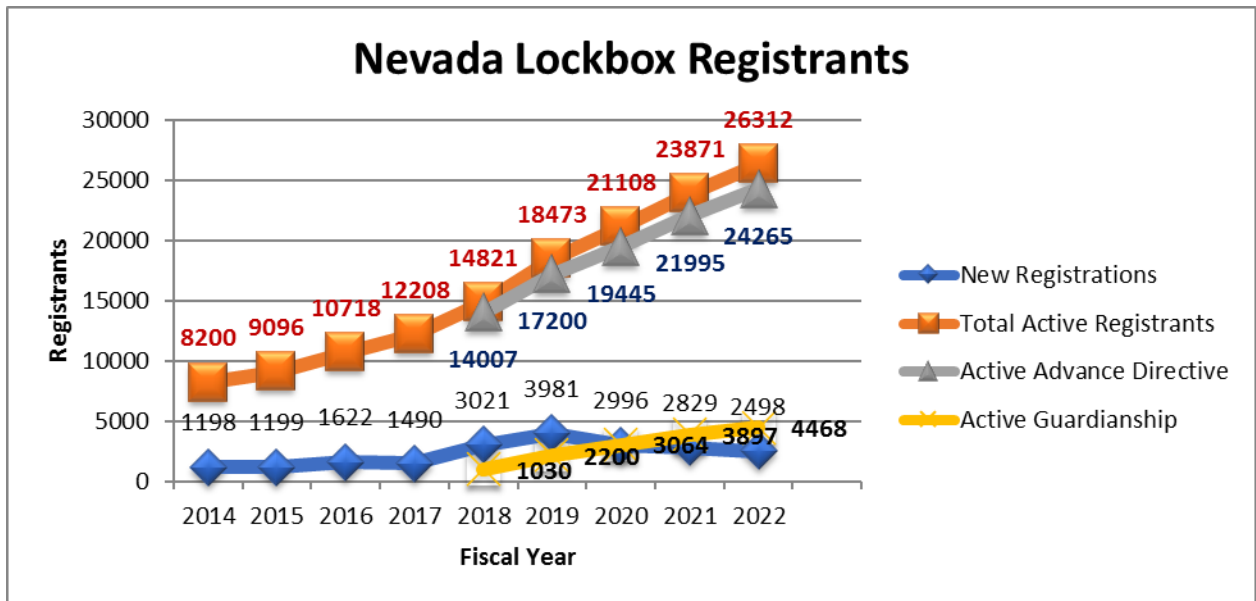
## NEVADA (LIVING WILL) LOCKBOX

The Nevada Lockbox is an electronic repository to store advance directives for healthcare, guardianship nominations and other documents available at no cost to Nevada residents. The Nevada Lockbox was established in 2007 and 2009, with amendments made in 2017, resulting in an additional and separate registry being created. The Nevada Lockbox is one virtual storage repository with two registries: Advance Directive Registry and Guardianship Registry. Advance Directives that may be filed in the Lockbox include a Living Will, Durable Power of Attorney for Healthcare Decisions, Provider Order for Life-Sustaining Treatment (POLST), Do Not Resuscitate orders (DNRs) and Advance Directive for Psychiatric Care. Other documents defined in NRS 225.310 and NRS 225.330 which may be filed in the Lockbox include a passport, a birth certificate, a marriage license or a will. The Lockbox is referenced in four chapters of law: NRS 225 – Secretary of State; NRS 449A – Care and Rights of Patients; NRS 159 – Guardianship of Adults; and NRS 77 – Model Registered Agents Act.

As of June 30, 2022, the Advance Directive Registry had 24,265 active registrants, up from 21,995 the year before. The Guardianship Registry had 4,468 active registrants at the close of fiscal year 2022, up from 3,897 the year before. Total number of active registrants in the Nevada Lockbox at the close of fiscal year 2022 was 26,312, up from 23,871 the year before. Registrants can file in either one of the Registries, or both.

Authorized Entities are individuals or organizations that, through an application process, have permission to access a Registry. Authorized Entities for the Advance Directive Registry are providers of healthcare registered with the program. Authorized Entities for the Guardianship Registry are the District Courts of the State of Nevada. Each Authorized Entity has an Administrative Contact who

manages the entity's access to the Registry and ensures compliance with all policies and procedures for use of the Lockbox. As of June 30, 2022, the Lockbox had 86 Authorized Entities. A slight decrease in authorized entities was seen between 2020 (90) to 2022 due to closures and consolidations as a result of the pandemic impact.



# OFFICE OF THE SECRETARY OF STATE

## DOMESTIC PARTNERSHIP PROGRAM

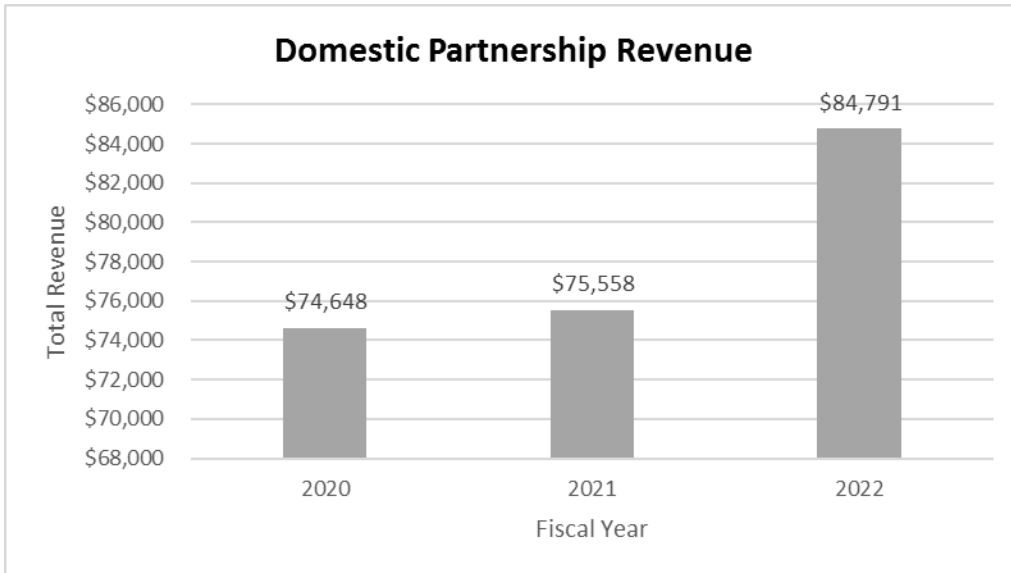
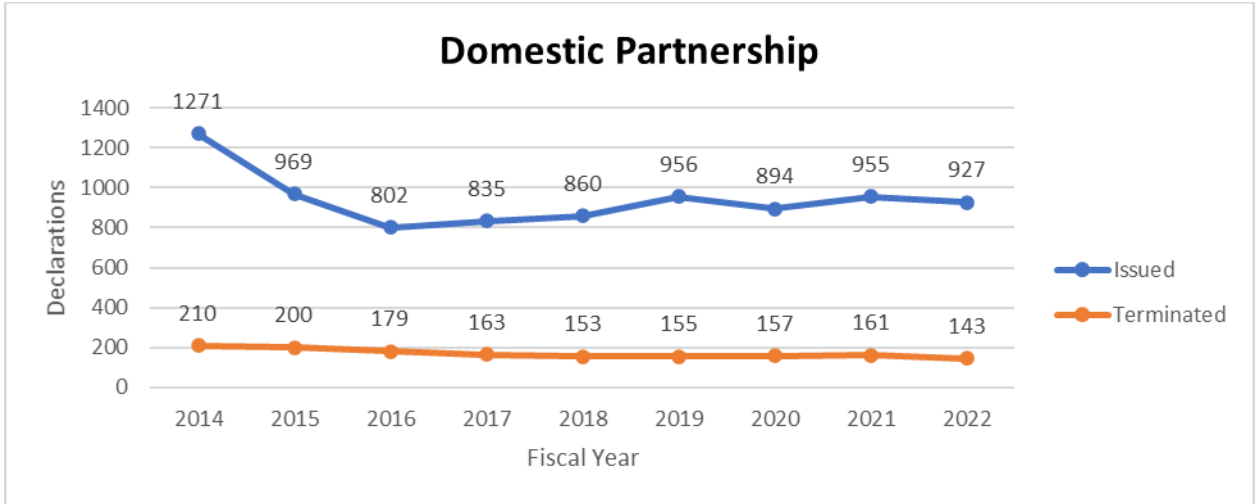
The Secretary of State processes domestic partnership Declaration filings and simplified terminations of a domestic partnership. The office maintains the statewide Domestic Partnership registry.

Domestic Partnerships, established in 2009 by the Nevada Legislature, are civil contracts which grant the same rights, protections, benefits, responsibilities, obligations and duties as any other civil contract. Assembly Bill 227 in 2017 removed the requirement for a domestic partnership to be registered in Nevada which was validly formed in another jurisdiction, and which is substantially equivalent to a domestic partnership as defined by NRS 122A.040, in order to be recognized in Nevada as a valid domestic partnership.

In fiscal year 2021, the Domestic Partnership program registered 955 partnerships and terminated 161 partnerships. For fiscal year 2021, non-general fund revenue of \$75,558 was generated by filings, terminations, expedite fees, additional certificates and ceremonial certificate fees, and interest earned.

In 2022, the Domestic Partnership program registered 927 partnerships and terminated 143 partnerships. For fiscal year 2022, non-general fund revenue of \$84,791 was generated by filings, terminations, expedite fees, additional certificates and ceremonial certificate fees, and interest earned.





# OFFICE OF THE SECRETARY OF STATE

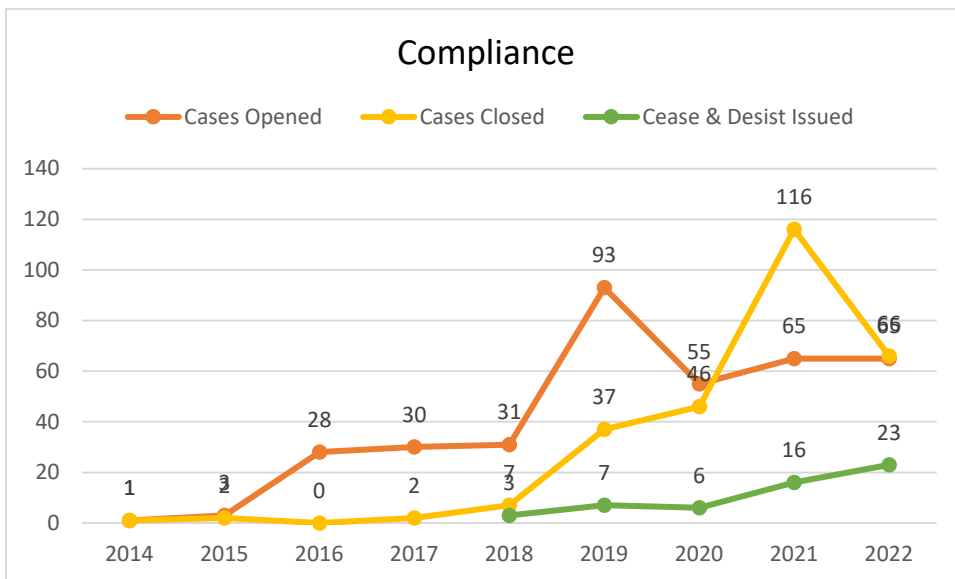
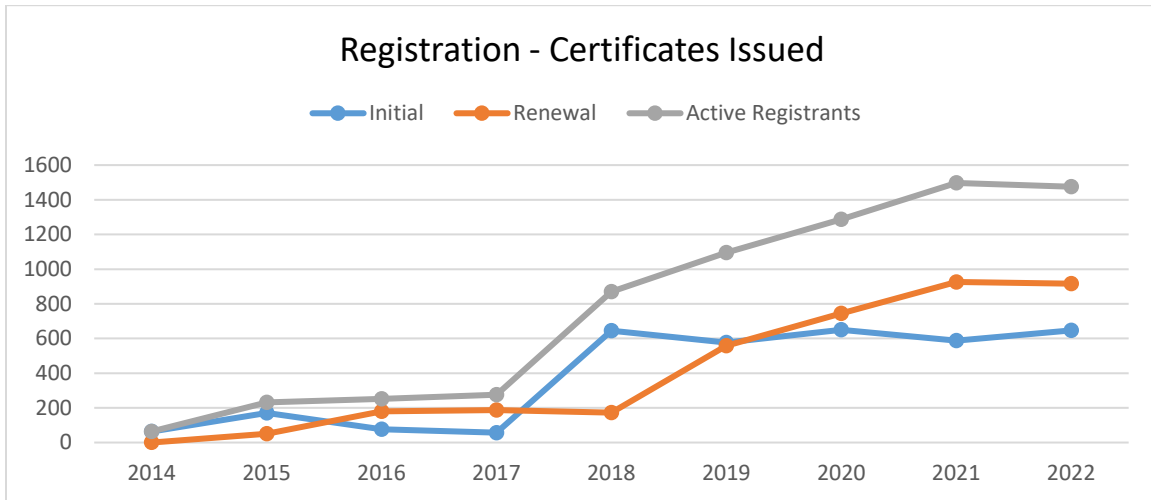
## DOCUMENT PREPARATION SERVICES

The requirement for registration to perform document preparation services took effect March 1, 2014. In 2019, statutory changes were made to the bonding requirement reducing the bond for a single person from \$50,000 to \$25,000 and establishing tiers for a business entity to hold a business bond based upon the number of employees covered by the bond. Enrolled Agents were exempted from the requirement to register as a document preparation service, but the requirement to register by an Annual Filing Season Record of Completion holder was clarified in law.

After an initial focus of the program on compliance with the requirement to register and hold a bond, the program has moved into enforcement for non-compliance. An additional Compliance Investigator was added to the program staff in January 2022 as a result of a registration fee increase enacted in 2019. This has helped significantly to address a backlog of older cases as well as to address complaints received in a timely manner. Office examinations are conducted in both southern and northern Nevada. In each FY 2021 and FY 2022, 65 new cases were opened, primarily as a result of office examinations as well as unregistered activity discovered through staff diligence. Recurring topics of investigations are unregistered activity, failure to perform services, unlicensed practice of law, immigration fraud and improper disclosures and advertising to consumers.

Total number of active registrants at the close of the fiscal year held steady at 1,497 in FY 2021 and 1,475 in FY 2022. Approximately 32% of registrants that are due to renew throughout each fiscal year do not renew, while around 68% do renew.

In FY 2021, 588 certificates of registration were issued and in 2022, 647 certificates were issued. There are higher peaks of active registrants during tax preparation season January through May of each fiscal year.



# **OFFICE OF THE SECRETARY OF STATE**

## **OPERATIONS DIVISION**

The Operations Division of the Office of Secretary of State manages the important internal functions including accounting, Human Resources (HR), Information Technology (IT), and administrative support to the Executive Team. The Deputy Secretary of State for Operations oversees all areas of the Operations Division.

### **INFORMATION TECHNOLOGY**

The Secretary of State's Information Technology (SOSTek) team is comprised of 29 full-time professionals who support application development, network systems, databases, internet services and general internal technology needs. SOSTek serves as the technology backbone of the office, developing innovative solutions that serve both internal and external customers, offering online services, paperless solutions and streamlining of workflows, and ensure security of the office's systems.

The Project Management Office (PMO) of SOSTek employs industry standard methodologies as defined by the Project Management Book of Knowledge (PMBOK), the Business Analyst Book of Knowledge (BABOK) as well as other industry standards in the management and guidance of information technology solution development projects required by the office. At any given time, the PMO team manages between 4 and 10 IT-related projects for the agency.

SOSTek supports 65 software programs, and 34 Web services and manages over 500 development, test, User Acceptance Testing (UAT), and production databases. The applications, services, and databases are all part of the SOSTek infrastructure with over 250 servers, and more than 500 terabytes of storage capacity. All applications, databases, and Web services are maintained in strict adherence with the State's security policies, with even more stringent security measures implemented where necessary. SOSTek leverages the State's multi-tiered security architecture to control access to servers and systems and combines those protections with a multi-tiered application development strategy that further isolates critical data and business logic from exposure. Although there are many applications in use by SOS staff, our customers and Nevada citizens, following is a list of the most widely used SOS applications and services.

### **SoS IT Applications and Services Available to the Public**

#### **BUSINESS SERVICES**

- Online Trust Account System
- Online Services Account Management
- Bulk Data Downloads
- Registered Securities Broker-Dealers

#### **ELECTIONS**

- Aurora Campaign Finance
- Online Voter Registration
- Political Action Committee Reports
- Candidate Services
- Election Night Reporting
- Abstract of Vote Search
- [MyVoterFile](#)
- Statewide Voter Registration List
- Bulk Data Downloads
- Effective Absentee System for Elections (EASE) – voter registration and electronic ballot delivery and marking for voters residing outside their county
- Student Mock Election

#### **GENERAL SERVICES**

- Official nvsos.gov Website
- Living Will Lockbox
- Notary Application
- Notary Training
- Statewide Notary List
- Suspended Notaries
- Document Preparation Services Application
- Document Preparation Services Entity Search
- [SoS](#) Subscription Service
- Marriage Officiant Database

SOSTek provides general office technical support and training to our employees and is responsible for drafting and maintaining approximately 260 internal and external paper and electronic forms used by the office to service our customers and constituents.

With nearly 180,000 unique visitors every month, [www.nvsos.gov](http://www.nvsos.gov) offers a variety of electronic services and public and business-related information. This key tool has allowed Nevada business owners and their representatives, international customers, political candidates and observers, and the general public to access, at any time, information and business functions provided by the Secretary of State's office.

The Secretary of State's election results website, [www.silverstateelection.nv.gov](http://www.silverstateelection.nv.gov), provides election summary results from all seventeen counties, enabling the press, candidates for office and the public to see which candidates and ballot measures won any given contest. In the month of November 2022, nearly 136,000 users visited this site.

## **ACCOUNTING**

Accounting is responsible for managing the office's annual budget expenditures and revenue. Accounting staff process daily bank deposits; reconcile accounts; oversee more than 580 customer trust accounts; process accounts payable and receivable; manage more than 28 vendor contracts and 16 interlocal contracts; develop the office's biennial budget request; prepare monthly and annual revenue analysis and reports; maintain and manage grant funds and reporting; establish and monitor the Secretary of State's internal controls; and prepare fiscal impact analysis for programs and proposed legislation. The Division works with the Legislative Counsel Bureau and the Governor's Finance Office to project and monitor General Fund revenues and satisfy various fiscal and revenue reporting requests.

## **HUMAN RESOURCES**

The Human Resources Department recruits, develops, and retains a high performing and diverse workforce for a healthy, safe, and productive work environment for our employees at the Office of the Secretary of State. Currently the agency has 112 active employees and 144 full time equivalent positions. This small, but dynamic team is responsible for generating the third largest source of general fund revenue for the State.

The Office of the Secretary of State has offices in Northern Nevada located in Carson City and in Southern Nevada located in the City of North Las Vegas. The Secretary of State's office is continually trying to improve individual and organizational effectiveness within the agency and meet the ever-changing needs of the workforce. Vacancies, staffing shortages, and turnover continue to be an issue as we recover from these pandemic state of emergency issues.

# **OFFICE OF THE SECRETARY OF STATE**

## **CIVICS EDUCATION AND OUTREACH**

Civics education and outreach is an important part of the overall mission of the office. Secretary of State Cegavske and her staff participate in numerous events and presentations throughout the State each year. Staff participate in voter registration outreach at local public, private and charter high schools each fall. Secretary Cegavske established the Helen J. Stewart Award in 2017 to recognize any Nevada high school that achieves Nevada voter registration of 85% or more eligible students in their senior class. The award has been presented eight times, with some schools repeating two and three times.

Secretary Cegavske has served as a member of the Education Commission of the States, and she was a Board Member for the National Center for Learning and Civic Engagement (NCLCE) from 2015 – 2017. In 2017, Secretary Cegavske became a Fellow with the Hunt Kean Leadership Institute, an organization that collaborates with senior-level political leaders with the focus on improving education throughout the country.



# OFFICE OF THE SECRETARY OF STATE

## BIOGRAPHY OF BARBARA K. CEGAVSKE



Barbara Cegavske was elected as Nevada Secretary of State in 2014 and assumed office on January 5, 2015. She was elected to a second term in 2018. With more than three decades of combined public service and small business experience, Cegavske brings a unique blend of business acumen and legislative expertise to the Secretary of State's office.

Cegavske entered public service in 1996 when she was elected to serve in the Nevada Assembly representing Clark County District 5 for three consecutive terms. In 2002, Cegavske ran for and successfully won a State Senate seat for Clark County District 8. She served three full terms before assuming the role of Secretary of State.

During her time in the Nevada Legislature, Cegavske assumed leadership roles as Co-Assembly Assistant Minority Floor Leader, Assistant Assembly Minority Whip, Senate Minority Whip, and Senate Assistant Minority Leader. She also chaired the Senate Committee on Legislative Operations and Elections for three legislative sessions and was Vice-Chair of the Senate Committees on Human Resources and Education; Human Resources and Facilities; and Legislative Affairs and Operations. In all, Cegavske served in 9 regular sessions and 13 special sessions of the Nevada Legislature.

Her accomplishments as Secretary of State include: working with the Legislature to procure funding for the replacement of Nevada's voting systems, expanding services provided by SilverFlume, Nevada's Business Portal; administering the 2016 Presidential Election which earned an Election Performance Index (EPI) of 6<sup>th</sup> in the country for election administration; as well as administering the 2016, 2018, 2020 and 2022 elections; establishing the Helen J. Stewart award recognizing Nevada's high schools achieving an 85% rate or higher in registering eligible voters in senior classes; increasing efficiency in the Criminal Investigation Unit of the Securities Division; implementing online training for notaries public; working closely with the judiciary in establishing the Guardianship Registry with the Nevada Lockbox program; and developing and implementing the overhaul of the electronic commercial recording system.

During her administration, Secretary Cegavske took an active role with the National Association of Secretaries (NASS) where she served on the Executive Committee nearly every year of her Administration: 2017-2018 NPA (Notary Public Administrators) Liaison; 2018-2019 Securities Co-Chair; 2019-2020 Western Region Vice President; 2020-2021 NPA Liaison, and 2021-2022 State Heritage Co-Chair.

Secretary Cegavske led her team through the pandemic with only 2 days of staff not in the office, maintaining services throughout the pandemic state of emergency.

As a daughter of small business owners, Cegavske rolled up her sleeves and pitched in with her siblings after school and during summer vacations to help the family business. Her introduction to the free-market system proved to be valuable firsthand knowledge when she and her husband Tim became owners of a 7-eleven franchise. Over the course of 13 years, the Cegavskses faced daily challenges but also experienced the rewards of employing fellow Nevadans and contributing to the State's economy. They also learned about onerous regulations that placed burdens on their business and disincentives for a business to be able to grow and thrive.

Born and raised in Minnesota, Cegavske has been a proud Nevadan since 1974. She and her husband, Tim, have two sons, Adam and Bret, who graduated from UNR and UNLV respectively and are raising their own families in Las Vegas. Cegavske and her husband are the proud grandparents of six grandchildren.

# OFFICE OF THE SECRETARY OF STATE

## EXECUTIVE STAFF

The Secretary of State's Executive Staff is comprised of Secretary of State Barbara Cegavske; Chief Deputy Scott Anderson; Deputy for Southern Nevada Gail Anderson; Deputy for Securities Erin Houston; Deputy for Operations Debbie Bowman; Director for Commercial Recordings Kimberley Perondi; Deputy for Elections Mark Wlaschin; Public Information Officer Jennifer Russell and Executive Assistant Maria Tello-Magana.

Each of the deputies is a sworn officer and is responsible for overseeing all functions of the Constitutional Office as well as managing their respective divisions and to carry out the duties of the Secretary of State as prescribed by law and the State Constitution.

**Scott W. Anderson** was named Chief Deputy Secretary of State in November 2014. He is responsible for implementing agency policies, carrying out Secretary Cegavske's mandates and policies, administering the agency's budget, overseeing all agency personnel, and acting on behalf of the Secretary of State when necessary.

Mr. Anderson served as the Deputy Secretary of State for Commercial Recordings from September 1997 to his promotion to Chief Deputy in 2015. He served on the governing board for the International Association of Commercial Administrators (IACA) for seven years and served as the IACA president in 2006. He has also served on the boards of directors and in advisory capacities for several local nonprofit organizations.



Mr. Anderson is a Certified Public Accountant and prior to joining the Secretary of State's office, served as the Chief Financial Officer for a local manufacturing business. Mr. Anderson received his undergraduate degree in business administration from the University of Nevada, Reno.

Mr. Anderson will retire from state service at the end of Secretary Cegavske's term after serving over 25 years in the Secretary of State's office.

**Gail J. Anderson** was appointed Deputy Secretary for Southern Nevada in January 2015. As deputy for Southern Nevada, she oversees the daily operation of the Las Vegas office, and is the



Secretary of State's liaison to the Southern Nevada community.

Ms. Anderson's service with the State of Nevada began in 1996 and she has held a number of high-level positions with the State's Department of Business and Industry, including Deputy Director; Deputy Commissioner, Division of Insurance; Administrator, Real Estate Division and Education Officer, Real Estate division. Ms. Anderson holds a Bachelor of Arts Degree in English from Seattle Pacific University and a Master of Education Degree from the University of Nevada, Las Vegas. Active in both the real estate and education communities, Ms. Anderson earned Emeritus status with the Association of Real Estate License Law Officials (ARELLO) in 2015, serves on the ARELLO Foundation Board of Directors, the trinity international schools board of directors and as director of the Trinity Educational Foundation.

Ms. Anderson will retire from state service at the end of Secretary Cegavske's term.

**Erin M. Houston, Esq.** was appointed Securities Administrator and Deputy Secretary of State in January 2019. She oversees the Securities Division of the Secretary of State's office and is the chief regulator of the securities industry in Nevada. The Securities Division pursues both criminal and civil penalties for violation of Nevada's securities law, and licenses firms and individuals engaged in the sale of securities, including those who provide investment advice for compensation.



Ms. Houston was promoted to her current position after serving as the Chief of Enforcement for the Securities Division. She began her legal career working as a staff attorney for a statewide legal services organization where she represented indigent Nevadans in a variety of administrative and court proceedings. Most recently, she worked for a boutique law firm focusing on bankruptcy - representing both debtors and creditors—and also handled a variety of civil proceedings, with a wide range of experience in the practice areas of domestic relations, guardianship, estate planning, probate, and new entity formation.

She received her juris doctorate from the University of Oregon School of Law in 2008 and her undergraduate degree from the University of California, Los Angeles in 2000. She is an active member of the State Bar of Nevada. She is a native of southern California.

**Kimberley Perondi** was appointed Deputy Secretary for Commercial Recordings in September 2016. Deputy Perondi was responsible for overseeing the Division that processes and maintains the documents of more than 375,000 business entities on file with the Secretary of State's



office. She supervises staff in both the Carson City and the Las Vegas offices of the Secretary of State. She assists the Secretary of State in developing, reviewing and presenting legislation pertaining to the Commercial Recordings Division, working with legislators, the Business Law Section of the State Bar Association and the Nevada Resident Agents Association.

Ms. Perondi's public service career began in 1993 with the Nevada Department of Taxation. In 1997, she joined the Department of Administration and served in various roles, including Assistant Chief Procurement Officer for the Purchasing Division, where she managed large-dollar contracting activities and statewide procurement practices. After 18 years, Ms. Perondi moved to the Governor's Finance Office and worked as part of the education and workforce team in the oversight of Department of Education and Department of Administration budget development and management.

Ms. Perondi holds an Associate's Degree in General Business and is a graduate of the Nevada Management Academy Program. As former CFO of her family's property management corporation, as well as having owned her own business, Ms. Perondi brings a balanced perspective to her position of the needs of business owners and government.

Ms. Perondi retired from state service in July 2022 but has been retained on contract to lead the Division throughout the remainder of Secretary Cegavske's term.



**Mark Wlaschin** was appointed Deputy Secretary of State for Elections in October 2020 and is responsible for overseeing the Secretary of State's Elections Division and administering the state's election processes, including enforcing state and federal election laws and procedures.



Prior to his appointment as the Deputy Secretary for Elections, Mr. Wlaschin was the Deputy Secretary of State for Operations. He previously retired after serving more than 20 years in the United States Marine Corps. He holds a BA in History from the University of South Carolina, an MBA in Strategic Leadership from New England College, and is certified as a Project Management Professional

(PMP).

**Debbie Bowman** was appointed Deputy Secretary of State for Operations in February 2021 and is responsible for managing the



internal functions of the Secretary of State's office such as the agency's budget, personnel management, information technology systems and facilities management.

Ms. Bowman has worked for the State of Nevada for over 25 years. After beginning her career with the Department of Motor Vehicles and Public Safety, Ms. Bowman worked for the Department of Employment, Training and Rehabilitation and the Aging and Disability Services Division where she held various financial and management analyst positions. Ms. Bowman holds an Associate degree and is a graduate of the Nevada Certified Public Managers Program.



**Jennifer A. Russell** serves as Public Information Officer for the Secretary of State and is responsible for handling media inquiries, public records requests, press releases and social media for the agency.



Ms. Russell spent the majority of her career working for her family's Hotel/Casino business in Carson City. She joined the Secretary of State's office in 2015 as Executive Assistant to the Secretary before being promoted to Public Information Officer. She hails from a prominent Nevada family and is the granddaughter of former Governor Charles H. Russell. A native of Northern Nevada, Ms. Russell earned her Bachelor of Arts Degree in Communication Studies from the University of California, Santa Barbara, and her Master's Degree in Hotel Administration from the University of Nevada, Las Vegas.

**Maria Tello-Magana**, provides administrative support to the Secretary of State and Chief Deputy and manages all functions of the executive office. Ms. Tello-Magana earned her Associate of Arts degree from Western Nevada College. She started her career in the Customer Service Division of the Secretary of State's office then served briefly for the Governor's office before returning to the Secretary of State in the role of Executive Assistant.



Sub		FY 2021	FY 2022
<b>GENERAL FUND SOURCES</b>			
<b>3105 - UCC</b>			
8A-Financing Stmt	\$	2,452,448.00	\$ 1,897,452.00
8B-Change	\$	947,000.00	\$ 983,032.00
8D-Fed Tax Liens	\$	30,682.00	\$ 24,540.00
8E-Certifications	\$	-	\$ -
8F-Copies	\$	(2.00)	\$ -
8G-Correction Stmt	\$	240.00	\$ 330.00
8H-Info Request	\$	405,121.00	\$ 549,416.00
<b>TOTAL - UCC</b>	<b>\$</b>	<b>3,835,489.00</b>	<b>\$ 3,454,770.00</b>
<b>3129 - NOTARY</b>			
AP-Apostille	\$	333,750.00	\$ 405,730.00
FT-Notary Fines	\$	14,900.00	\$ 9,700.00
EN-E Notary	\$	27,755.00	\$ 22,610.00
NY-Notary	\$	282,115.00	\$ 278,943.00
<b>Subtotal - NOTARY DIVISION SERVICES</b>	<b>\$</b>	<b>658,520.00</b>	<b>\$ 716,983.00</b>
CC-Certified Copies	\$	190.00	\$ -
AK-Acknowledgement	\$	-	\$ -
JU-Jurat	\$	522.00	\$ 253.00
OW-Oath	\$	-	\$ -
<b>Subtotal - CUSTOMER SERVICE NOTARY</b>	<b>\$</b>	<b>712.00</b>	<b>\$ 253.00</b>
<b>TOTAL - NOTARY</b>	<b>\$</b>	<b>659,232.00</b>	<b>\$ 717,236.00</b>
<b>3130 - COMMERCIAL RECORDINGS</b>			
AM-Amendments	\$	4,000,677.00	\$ 4,172,544.00
CC-Copies	\$	2,270,305.00	\$ 2,443,560.00
CH-Charters	\$	4,820.00	\$ 3,440.00
DS-Data Download	\$	78,139.00	\$ 90,263.00
MS-Miscellaneous +CX+blank	\$	30,487.00	\$ 17,319.00
NF-New Filings	\$	6,206,655.00	\$ 6,291,525.00
NR-Name Reservation	\$	170,691.00	\$ 141,275.00
RA-Comm'l RA Filings	\$	59,038.00	\$ 63,793.00
ST-Status	\$	69,003,318.00	\$ 72,854,174.00
SU-Summons	\$	-	\$ -
TM-Trademark	\$	92,777.00	\$ 86,320.00
UR-Unrefundable <sup>(3)</sup>	\$	-	\$ -
XX - GF Expedite Fees	\$	2,418,427.00	\$ 2,378,567.00
CS-Charitable Solicitation Registration	\$	18,991.00	\$ 31,705.00
<b>Subtotal - COMMERCIAL RECORDINGS</b>	<b>\$</b>	<b>84,354,324.00</b>	<b>\$ 88,574,485.00</b>
<b>3131 - VIDEO SERVICE PROVIDER FILINGS</b>			
AM-Amendments / Certificates	\$	26,000.00	\$ -
NF-Applications	\$	250.00	\$ 300.00
<b>TOTAL - VIDEO SERVICE PROVIDER FILINGS</b>	<b>\$</b>	<b>26,250.00</b>	<b>\$ 300.00</b>
<b>3113 - BUSINESS LICENSE</b>			
BL-Business License	\$	68,199,813.00	\$ 70,980,699.00
BL-Business License (Corp)	\$	39,706,600.00	\$ 42,059,076.00

Subtotal - BUSINESS LICENSE	\$	107,906,413.00	\$	113,039,775.00
LF-Late Fees+XM	\$	5,151,710.00	\$	6,309,875.00
<b>TOTAL - BUSINESS LICENSE</b>	<b>\$</b>	<b>113,058,123.00</b>	<b>\$</b>	<b>119,349,650.00</b>
<b>TOTAL - COMMERCIAL RECORDINGS</b>	<b>\$</b>	<b>197,438,697.00</b>	<b>\$</b>	<b>207,924,435.00</b>

### 3152 - SECURITIES

BD-Broker/Dealer	\$	471,600.00	\$	480,000.00
BR-Branch	\$	154,350.00	\$	157,300.00
EP-Exemptions	\$	5,750,500.00	\$	6,157,650.00
IF-Inspection Fees	\$	49,596.00	\$	40,064.00
IR-Invest Advisor Rep	\$	650,320.00	\$	676,610.00
IV-Invest Advisor	\$	580,200.00	\$	630,000.00
MS-Miscellaneous	\$	50.00	\$	-
NA-No Action Letter	\$	3,600.00	\$	21,200.00
RE-Registration	\$	172,980.00	\$	213,850.00
SA-Sports Agents	\$	28,500.00	\$	10,000.00
SL-Sales Rep	\$	24,186,000.00	\$	26,681,400.00
<b>TOTAL - SECURITIES</b>	<b>\$</b>	<b>32,047,696.00</b>	<b>\$</b>	<b>35,068,074.00</b>

### 3168 - ELECTIONS

CF-Candidate Filing + Blanks	\$	-	\$	30,200.00
CS-Copies	\$	-	\$	-
MS-Miscellaneous	\$	-	\$	-
VR-Voter Registration	\$	-	\$	-
PE-Penalties	\$	24,000.00	\$	27,991.00
<b>TOTAL - ELECTIONS</b>	<b>\$</b>	<b>24,000.00</b>	<b>\$</b>	<b>58,191.00</b>

### 3271 - MISCELLANEOUS PROGRAM FEES

Miscellaneous Program Fees	\$	104,650.00	\$	404,179.00
BL-Miscellaneous Program Fees	\$	-	\$	-
<b>TOTAL - MISCELLANEOUS PROGRAM FEES</b>	<b>\$</b>	<b>104,650.00</b>	<b>\$</b>	<b>404,179.00</b>

<b>TOTAL GENERAL FUND SOURCES</b>	<b>\$</b>	<b>234,109,764.00</b>	<b>\$</b>	<b>247,626,885.00</b>
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### NON - GENERAL FUND SOURCES

#### 1050 DOMESTIC PARTNERSHIP

BW-Black and White Cert	\$	1,240.00	\$	1,125.00
CM-Ceremonial Cert.	\$	3,900.00	\$	4,070.00
DP-Domestic Partnership	\$	55,100.00	\$	65,655.00
XX-Expedite Fees	\$	3,000.00	\$	1,500.00
TM-Terminations	\$	7,550.00	\$	8,250.00
AM-Amendments	\$	15.00	\$	90.00
CP-Copies	\$	78.00	\$	90.00
AB-Abstract Records	\$	480.00	\$	225.00
Interest Earned	\$	4,195.00	\$	3,786.00
<b>TOTAL - DOMESTIC PARTNERSHIP</b>	<b>\$</b>	<b>75,558.00</b>	<b>\$</b>	<b>84,791.00</b>

#### 1050 DOMESTIC PARTNERSHIP

GL 3602	DO-Application Fee	\$	44,125.00	\$	77,525.00
GL 3603	DO-Renewal Fee	\$	23,225.00	\$	47,200.00

<b>TOTAL - DOCUMENT PREPARATION</b>		\$	<b>67,350.00</b>	\$	<b>124,725.00</b>
<b>1050 LWLB DONATIONS</b>					
GL 4251	Donations Received	\$	-	\$	-
<b>TOTAL - LWLB DONATIONS</b>		\$	-	\$	-
<b>1050 SECURITIES / MISC FEES</b>					
GL 3722	Fees Received	\$	-	\$	-
<b>TOTAL - SECURITIES / MISC FEES</b>		\$	-	\$	-
<b>TOTAL - B/A 1050</b>		\$	<b>142,908.00</b>	\$	<b>209,516.00</b>
<b>1051 HAVA</b>					
GL 4326	Interest Earned	\$	52,679.00	\$	35,236.00
<b>TOTAL - B/A 1051</b>		\$	<b>52,679.00</b>	\$	<b>35,236.00</b>
<b>1057 NOTARY TRAINING</b>					
GL 4326	Interest Earned	\$	1,212.00	\$	1,153.00
GL 3895	EN-E Notary	\$	-	\$	-
GL 3895	Fees Received	\$	381,944.00	\$	386,834.00
<b>TOTAL - B/A 1057</b>		\$	<b>383,156.00</b>	\$	<b>387,987.00</b>
<b>1059 SECURITIES FORFEITURES</b>					
GL 4326	Interest Earned	\$	535.00	\$	457.00
<b>TOTAL - B/A 1059</b>		\$	<b>535.00</b>	\$	<b>457.00</b>
<b>TOTAL NON - GENERAL FUND SOURCES</b>		\$	<b>579,278.00</b>	\$	<b>633,196.00</b>
<b>TOTAL YTD REVENUES</b>		\$	<b>234,689,042.00</b>	\$	<b>248,260,081.00</b>

	FY2021				
	Appropriation / Work Program	General Fund Expenditures	Non General Fund Expenditures	TOTAL Expenditures	Amount Reverted / Balanced Forward
Personnel Services	\$ 9,993,125.00	\$ 9,458,201.11	\$ 395,034.00	\$ 9,853,235.11	\$ 139,889.89
Out of State Travel	\$ 8,335.00			\$ -	\$ 8,335.00
In State Travel	\$ 56,269.00	\$ 25,816.38		\$ 25,816.38	\$ 30,452.62
General Operating	\$ 1,098,020.00	\$ 1,093,281.08	\$ 3,482.99	\$ 1,096,764.07	\$ 1,255.93
Equipment	\$ 6,500.00	\$ 6,230.48		\$ 6,230.48	\$ 269.52
Election Expenses	\$ 273,120.00	\$ 272,456.41		\$ 272,456.41	\$ 663.59
Coronavirus Relief Funds - Temps	\$ 168,650.00		\$ 92,936.09	\$ 92,936.09	\$ 75,713.91
Credit Card Discount Fees	\$ 3,662,002.00	\$ 3,603,280.39		\$ 3,603,280.39	\$ 58,721.61
One Shot Equipment Replacement	\$ 2,530,292.00				\$ 2,530,292.00
DOCPREP	\$ 12,361.00		\$ 5,542.37	\$ 5,542.37	\$ 6,818.63
State Business Portal	\$ 211,581.00	\$ 196,040.33		\$ 196,040.33	\$ 15,540.67
COVID-19	\$ 22,473.00		\$ 20,203.06	\$ 20,203.06	\$ 2,269.94
Mail in Ballot Elections	\$ 3,000,000.00	\$ 3,000,000.00		\$ 3,000,000.00	\$ -
Information Services	\$ 1,026,173.00	\$ 903,486.05	\$ 2,525.88	\$ 906,011.93	\$ 120,161.07
Uniform Allowance	\$ 1,483.00	\$ 964.83		\$ 964.83	
Training	\$ 17,166.00	\$ 5,424.92		\$ 5,424.92	\$ 11,741.08
NDOT 800 MHZ Radios Cost Allocation	\$ 7,050.00	\$ 7,050.00		\$ 7,050.00	\$ -
Purchasing Assessment	\$ 16,752.00	\$ 16,729.00	\$ 23.00	\$ 16,752.00	\$ -
State Cost Allocation	\$ 12,772.00	\$ 12,772.00		\$ 12,772.00	\$ -
AG Cost Allocation	\$ 182,630.00	\$ 182,630.00		\$ 182,630.00	\$ -
Reserve for Reversion	\$ 359,096.00	\$ 352,182.78		\$ 352,182.78	\$ 6,913.22
Notary Training	\$ 464,959.00		\$ 92,311.11	\$ 92,311.11	\$ 372,647.89
HAVA CARES Act Grant	\$ 1,653,128.00		\$ 1,647,427.31	\$ 1,647,427.31	\$ 5,700.69
Voting Machine replacement	\$ 746,783.00	\$ 746,404.02		\$ 746,404.02	\$ 378.98
Administration of Elections	\$ 1,591,752.00		\$ 1,088,897.44	\$ 1,088,897.44	\$ 502,854.56
Homeland Security Grant	\$ 96,190.00		\$ 96,190.00	\$ 96,190.00	\$ -
Forfeitures	\$ 101,275.00	\$ 695.98		\$ 695.98	\$ 100,579.02

		FY2022				
		Appropriation / Work Program	General Fund Expenditures	Non General Fund Expenditures	TOTAL Expenditures	Reverted / Balanced Forward
01	Personnel Services	\$ 11,089,523.00	\$ 9,391,188.54	\$ 447,415.80	\$ 9,838,604.34	\$ 1,250,918.66
02	Out of State Travel	\$ 13,082.00	\$ 10,383.41		\$ 10,383.41	\$ 2,698.59
03	In State Travel	\$ 38,658.00	\$ 33,775.85		\$ 33,775.85	\$ 4,882.15
04	General Operating	\$ 1,124,968.00	\$ 1,080,006.09	\$ 413.88	\$ 1,080,419.97	\$ 44,548.03
05	Equipment	\$ -	\$ -		\$ -	\$ -
11	Election Expenses	\$ 2,284,557.00	\$ 917,430.53		\$ 917,430.53	\$ 1,367,126.47
12	Coronavirus Relief Funds - Temps	\$ 75,713.00		\$ 62,367.44	\$ 62,367.44	\$ 13,345.56
13	Credit Card Discount Fees	\$ 4,145,309.00	\$ 4,064,560.06		\$ 4,064,560.06	\$ 80,748.94
14	One Shot Equipment Replacement	\$ 2,530,292.00	\$ 2,462,895.87		\$ 2,462,895.87	\$ 67,396.13
16	Automatic Voter Registration	\$ 688,244.00	\$ 457,110.79		\$ 457,110.79	\$ 231,133.21
17	DOCPREP	\$ 15,788.00		\$ 13,311.42	\$ 13,311.42	\$ 2,476.58
23	State Business Portal	\$ 240,577.00	\$ 205,753.93		\$ 205,753.93	\$ 34,823.07
25	Mail in Ballot Elections	\$ 6,286,844.00	\$ 2,978,948.22		\$ 2,978,948.22	\$ 3,307,895.78
26	Information Services	\$ 1,831,160.00	\$ 1,569,329.65	\$ 1,644.99	\$ 1,570,974.64	\$ 260,185.36
29	Uniform Allowance	\$ 5,114.00	\$ 928.73		\$ 928.73	
30	Training	\$ 14,708.00	\$ 14,680.88		\$ 14,680.88	\$ 27.12
33	Election Recount	\$ 190,961.00		\$ 12,455.96	\$ 12,455.96	\$ 178,505.04
83	NDOT 800 MHZ Radios Cost Allocation	\$ 6,150.00	\$ 6,150.00		\$ 6,150.00	\$ -
87	Purchasing Assessment	\$ 10,916.00	\$ 10,838.00	\$ 78.00	\$ 10,916.00	\$ -
88	State Cost Allocation	\$ 2,387.00	\$ 2,387.00		\$ 2,387.00	\$ -
89	AG Cost Allocation	\$ 289,483.00	\$ 289,483.00		\$ 289,483.00	\$ -
93	Reserve for Reversion	\$ 20,884.00	\$ 20,883.80		\$ 20,883.80	\$ 0.20
12	Notary Training	\$ 456,531.00		\$ 87,591.22	\$ 87,591.22	\$ 368,939.78
	HAVA CARES Act Grant	\$ 15,450.00		\$ 15,449.47	\$ 15,449.47	\$ 0.53
	Voting Machine replacement	\$ 760,003.00		\$ 760,003.00	\$ 760,003.00	\$ -
	Administration of Elections	\$ 1,157,118.00		\$ 523,524.61	\$ 523,524.61	\$ 633,593.39
	Homeland Security Grant	\$ 60,520.00		\$ 60,520.00	\$ 60,520.00	\$ -
	Forfeitures	\$ 101,149.00		\$ 683.82	\$ 683.82	\$ 100,465.18
		\$ 33,456,089.00	\$ 23,516,734.35	\$ 1,985,459.61	\$ 25,502,193.96	

**SECRETARY OF STATE**  
**Nevada State Capitol Building**  
**101 North Carson Street, Suite 3**  
**Carson City, NV 89701**  
**Phone: 775-684-5708**  
**FAX: 775-684-5725\***  
**Email: [sosmail@sos.nv.gov](mailto:sosmail@sos.nv.gov)**

## **COMMERCIAL RECORDINGS DIVISION**

### **Carson City**

202 North Carson Street  
Carson City, NV 89701 ([map](#))  
Phone: 775-684-5708  
Fax: 775-684-5725  
General Inquiries Email: [sosmail@sos.nv.gov](mailto:sosmail@sos.nv.gov)

### **Las Vegas** (*accepts expedite requests only & State Business License*)

North Las Vegas City Hall  
2250 Las Vegas Blvd. North, 1st Floor (visitors)  
2250 Las Vegas Blvd. North, Suite 400 (mailing address)  
North Las Vegas, NV 89030 ([map](#))  
Phone: 702-486-2880  
Fax: 702-486-2888

General Inquiries Email: [soslvmail@sos.nv.gov](mailto:soslvmail@sos.nv.gov)

[More Commercial Recordings Contact Information](#)

## **SILVERFLUME**

[SilverFlume, Nevada's Business Portal](#)

[Digital Operating Agreement](#)

Phone: 775-684-5708

Email: [support@nvsilverflume.gov](mailto:support@nvsilverflume.gov)

Website: [www.nvsilverflume.gov](http://www.nvsilverflume.gov)

## **ELECTIONS DIVISION**

101 North Carson Street, Suite 3  
Carson City, NV 89701-3714 ([map](#))  
Phone: 775-684-5705  
Fax: 775-684-5718  
Email: [nvelect@sos.nv.gov](mailto:nvelect@sos.nv.gov)

## **SECURITIES DIVISION**

North Las Vegas City Hall  
2250 Las Vegas Blvd. North, 1st Floor (visitors)  
2250 Las Vegas Blvd. North, Suite 400 (mailing address)  
North Las Vegas, NV 89030 ([map](#))  
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## **TRADEMARKS**

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## **NOTARY DIVISION**

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