

# SECRETARY OF STATE

## GOVERNOR'S BUDGET RECOMMENDATIONS

Source of Funds	FY25 Adjusted Base	FY26 Recommended	% Change Over FY25	FY27 Recommended	% Change Over FY26
PR-F	0	20,000	0.0	20,000	0.0
PR-O	291,800	684,900	134.7	777,900	13.6
TOTAL	291,800	704,900	141.6	797,900	13.2

## FULL-TIME EQUIVALENT POSITION SUMMARY

Source of Funds	FY25 Adjusted Base	FY26 Recommended	FTE Change Over FY25	FY27 Recommended	FTE Change Over FY26
PR-O	2.00	6.00	4.00	6.00	0.00
TOTAL	2.00	6.00	4.00	6.00	0.00

## AGENCY DESCRIPTION

The office is headed by an elected, constitutional officer, and is required by Wisconsin's Constitution to maintain the official acts of the Legislature and the Governor, and to keep the Great Seal of the State of Wisconsin and affix it to all official acts of the Governor. In addition, the Secretary of State administers program responsibilities set forth in Wisconsin Statutes, including issuing authentications and apostilles; recording official acts of the Legislature and the Governor; and filing oaths of office and deeds for state lands and buildings. All these services are critical to Wisconsin's business, legal and real estate communities, as well as to other members of the public statewide, domestically and internationally.

## MISSION

The mission of the office is to provide high-quality, cost-effective service to Wisconsin's citizens, governments, businesses and visitors. The office is committed to effectively utilizing personnel, fiscal and technological resources to administer program responsibilities, and welcomes input from the public it serves in an effort to upgrade services offered. The office values its dedicated staff, and seeks to provide the tools, resources and supportive working environment to ensure continued excellent service.

## PROGRAMS, GOALS, OBJECTIVES AND ACTIVITIES

### Program 1: Managing and Operating Program Responsibilities

#### Authentications and Apostilles

Goal: Provide proper authentication of notaries public and other public official signatures/seals to any and all documents requiring such validation promptly and professionally.

Objective/Activity: Maintain a comprehensive database of completed apostilles (as required by the Hague Convention) and authentications, as well as comprehensive records of public officials used for certification. Track and maintain an accurate list of countries requiring certification in an apostille format as determined by international treaty. Remain current on standards and policies for providing this service as set by the Hague Convention and individual countries.

#### Preservation and Accessibility of State Records

Goal: Ensure that important and historical state records are preserved and electronically available to the public.

Objective/Activity: Continue to explore and integrate new, emerging technologies in order to meet industry standards and public expectations for ease and speed of access to state records.

#### Legislative Acts

Goal: Inform various state agencies of new joint resolutions and constitutional amendments and maintain and bind the acts into books.

Objective/Activity: Provide various state agencies with information and documentation of publications in a timely manner. Maintain a complete log of new state laws, constitutional changes and joint resolutions and have new enacted legislation bound into books.

## PERFORMANCE MEASURES

### 2023 AND 2024 GOALS AND ACTUALS

Prog. No.	Performance Measure	Goal 2023	Actual 2023	Goal 2024	Actual 2024
1.	Authentications/apostilles affixed.	14,627	14,696	14,627	15,689

Note: Based on fiscal year.

### 2025, 2026 AND 2027 GOALS

Prog. No.	Performance Measure	Goal 2025	Goal 2026	Goal 2027
1.	Authentications/apostilles affixed.	14,627	14,627	14,627

Note: Based on fiscal year.

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### GOVERNOR'S BUDGET RECOMMENDATIONS

#### RECOMMENDATIONS

1. Additional Resources for the Office
2. New Program Revenue and Federal Aid Appropriations
3. Statutory Language Modifications
4. Funding for Network Services
5. Supplies and Services Reestimate
6. Standard Budget Adjustments

#### ITEMS NOT APPROVED

7. Operations Office Space

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**Table 1**  
**Department Budget Summary by Funding Source (in thousands of dollars)**

	ACTUAL FY24	ADJUSTED BASE FY25	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY26	FY27	FY26	FY27
FEDERAL REVENUE (1)	\$0.0	\$0.0	\$20.0	\$20.0	\$20.0	\$20.0
State Operations	0.0	0.0	20.0	20.0	20.0	20.0
PROGRAM REVENUE (2)	\$312.5	\$291.8	\$594.3	\$681.8	\$684.9	\$777.9
State Operations	312.5	291.8	594.3	681.8	684.9	777.9
TOTALS - ANNUAL	\$312.5	\$291.8	\$614.3	\$701.8	\$704.9	\$797.9
State Operations	312.5	291.8	614.3	701.8	704.9	797.9

(1) Includes Program Revenue-Federal and Segregated Revenue-Federal

(2) Includes Program Revenue-Service and Program Revenue-Other

**Table 2**  
**Department Position Summary by Funding Source (in FTE positions)**

	ADJUSTED BASE FY25	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY26	FY27	FY26	FY27
PROGRAM REVENUE (2)	2.00	5.00	5.00	6.00	6.00
State Operations	2.00	5.00	5.00	6.00	6.00
TOTALS - ANNUAL	2.00	5.00	5.00	6.00	6.00
State Operations	2.00	5.00	5.00	6.00	6.00

(2) Includes Program Revenue-Service and Program Revenue-Other

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**Table 3  
Department Budget Summary by Program (in thousands of dollars)**

	ACTUAL FY24	ADJUSTED BASE FY25	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
			FY26	FY27	FY26	FY27
1. Managing and operating program responsibilities	\$312.5	\$291.8	\$614.3	\$701.8	\$704.9	\$797.9
<b>TOTALS</b>	\$312.5	\$291.8	\$614.3	\$701.8	\$704.9	\$797.9

**Table 4  
Department Position Summary by Program (in FTE positions)**

	ADJUSTED BASE FY25	AGENCY REQUEST		GOVERNOR'S RECOMMENDATION	
		FY26	FY27	FY26	FY27
1. Managing and operating program responsibilities	2.00	5.00	5.00	6.00	6.00
<b>TOTALS</b>	2.00	5.00	5.00	6.00	6.00

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**1. Additional Resources for the Office**

Source of Funds	Agency Request				Governor's Recommendations			
	FY26		FY27		FY26		FY27	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	236,400	3.00	290,800	3.00	327,000	4.00	419,600	4.00
TOTAL	236,400	3.00	290,800	3.00	327,000	4.00	419,600	4.00

The Governor recommends increasing expenditure and position authority to support a deputy secretary of state position and additional permanent and project office support positions. The Governor also recommends modifying the office's appropriations to allow the office to carry over fee revenues collected from apostille and authentication services from year to year and to lapse any unspent revenue transferred from the Department of Financial Institutions to the general fund. See Department of Financial Institutions, Item #8.

**2. New Program Revenue and Federal Aid Appropriations**

Source of Funds	Agency Request				Governor's Recommendations			
	FY26		FY27		FY26		FY27	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-F	20,000	0.00	20,000	0.00	20,000	0.00	20,000	0.00
PR-O	20,000	0.00	20,000	0.00	20,000	0.00	20,000	0.00
TOTAL	40,000	0.00	40,000	0.00	40,000	0.00	40,000	0.00

The Governor recommends creating a gifts and grants appropriation and a federal aid appropriation to allow the office to receive and spend revenues received from gifts and grants and the federal government.

**3. Statutory Language Modifications**

The Governor recommends modifying current law to establish references to apostille and authentication services in the office's statutory fee schedule and to define the provision of apostille and authentication services as a duty of the office. The Governor also recommends modifying current law to define the office as the exclusive provider of authentication services in Wisconsin.

**4. Funding for Network Services**

Source of Funds	Agency Request				Governor's Recommendations			
	FY26		FY27		FY26		FY27	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	4,400	0.00	4,400	0.00	4,400	0.00	4,400	0.00
TOTAL	4,400	0.00	4,400	0.00	4,400	0.00	4,400	0.00

The Governor recommends providing expenditure authority for network services costs partially reallocated from the Legislature to other offices located in the State Capitol. See Legislature, Item #7; Office of the Lieutenant Governor, Item #1; and State Treasurer, Item #2.

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**5. Supplies and Services Reestimate**

Source of Funds	Agency Request				Governor's Recommendations			
	FY26		FY27		FY26		FY27	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	17,700	0.00	18,100	0.00	17,700	0.00	18,100	0.00
TOTAL	17,700	0.00	18,100	0.00	17,700	0.00	18,100	0.00

The Governor recommends providing expenditure authority to support a supplies and services reestimate in the office's main program revenue appropriation.

**6. Standard Budget Adjustments**

Source of Funds	Agency Request				Governor's Recommendations			
	FY26		FY27		FY26		FY27	
	Dollars	Positions	Dollars	Positions	Dollars	Positions	Dollars	Positions
PR-O	24,000	0.00	24,000	0.00	24,000	0.00	24,000	0.00
TOTAL	24,000	0.00	24,000	0.00	24,000	0.00	24,000	0.00

The Governor recommends adjusting the office's base budget for full funding of continuing position salaries and fringe benefits.

**ITEMS NOT APPROVED**

The following requests are not included in the Governor's budget recommendations for the Secretary of State.

Decision Item	Source of Funds	FY26		FY27	
		Dollars	Positions	Dollars	Positions
7. Operations Office Space	PR-O	0	0.00	32,700	0.00
TOTAL OF ITEMS NOT APPROVED	PR-O	0	0.00	32,700	0.00

