

STATE OF ALABAMA

**DUPLICATE NAME RESERVATION CERTIFICATE
REQUEST FORM**

PURPOSE: To request a duplicate certificate for an existing Name Reservation. No changes can be requested through the filing of this form. The reservation may not be renewed with the filing of this form.

INSTRUCTIONS: Mail this completed form with the appropriate fee to the Office of the Secretary of State at **PO Box 5616, Montgomery, AL 36103**. Include a check, money order, or credit card payment for \$10 for standard processing (no guaranteed processing timeframe – dependent on volume) or \$25 for expedited processing (within approximately twenty-four (24) hours of receipt). The request is only accepted via mail or courier and will not be accepted via fax or email. **Using a credit card and our website, you may obtain a duplicate certificate online in the time it takes to type this request (see page 3).** Due to volume, we are **unable to search for requests that may or may not have been received via regular mail to provide receipts. – if a receipt is needed use registered mail service or a courier service.** If a check is dishonored there will be a \$30.00 NSF charge (it will be collected prior to filing of the entity formation/registration documents if necessary). All processing instructions are complete in this form; cover letters are not necessary and will not be reviewed.



(For SOS Office Use Only)

The information completing this form must be typed or the request will be rejected without review.

Faxed or emailed requests will not be acknowledged, reviewed, processed, or returned.

1. If available, Name Reservation Certificate Number: RES _____ (format RES000000)
This number appears in the lower left corner of the original certificate under the State Seal.

2. Name exactly as it was reserved with the Alabama Secretary of State:

3. The request for the original name reservation was submitted by and for the use of **(this is for verification purposes – the information appears on the certificate and cannot be changed via a request for duplicate):**

Name (entity or individual): _____

Address: _____

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4. The duplicate certificate of name reservation is to be mailed to: _____

Mailing Address **(If the certificate is to be held for pick-up, Hold For Pickup must be typed in this line.)**
There is no call for pick-up service available.

Date Typed Name & Signature of Requester [10A-1-5.11]

If the requester is, a Service Provider using a prepaid account:

Acct Name: _____ Acct Number: _____

_____ \$10.00 Standard Processing **or** _____ \$25.00 Expedited Processing

Credit Card Payment Option (must be typed and signed):

_____ \$10.00 standard processing option (processing timeframe depends on volume and staffing – see status on page 3)

_____ \$25.00 expedited processing option (processed within approximately twenty-four (24) hours of receipt)

Card Type: _____ (Visa, MC, Discover & AmEx)

Card Number: _____ Expiration Mo/Yr: _____/_____

Card Holder Name: _____

Complete Billing Address: _____
Street or PO City State Zip

Signature of Card Holder: _____

MUST be signed in order to process.

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Informational Only/Do Not Send With Request

Online Service Available:

The duplicate certificate request may be fully processed in real-time online. Go to www.sos.alabama.gov and click on the Business Services tab. Scroll down to the Online Services link beneath the Business Entities subheading. Click on the Name Reservation Menu link. You can then click the Duplicate Name Reservation Certificate link. Non-subscribers pay a \$28 fee with a credit card and receive the certificate by printing it immediately at the end of the process. If you would like to go directly to Online Filing, click the link below or cut and paste it into your browser:

https://www.alabamainteractive.org/sos_business_services/welcome.action

Mailing of Duplicate Certificates of Name Reservation:

All documents not processed online are mailed standard USPS unless preaddressed envelopes with special postage or overnight courier envelopes are included with the request. Any overnight courier envelopes must have a completed airbill showing no reference to the Office of the Secretary of State, with the billing information completed and clearly marked “bill recipient.” Airbills not completed in this manner will be discarded and the certificate will be returned standard USPS.

Certificates will not be faxed or emailed (see Online Service Available above).

Status of Request:

If a status of the request is needed, please go to www.sos.alabama.gov and click on the Government Records tab. Under that tab, there is a link for Business Entity Records, select it. The screen that appears will offer a variety of ways to search. Click on the Entity Name search - that screen will list the “filings completed through” date to show the date through which processing has been completed. If you do not have evidence of receipt (courier or registered mail) and the request was sent prior to the “through date,” (allowing for mailing time round trip) we have to assume that the request never got into the office – the only way to obtain a receipt is through registered mail or courier service. If there is an issue about the status of a request, email the details and a copy of the receipt of delivery to business.services@sos.alabama.gov and a supervisor will research the problem and respond in the order in which the email was received.

If processing time is an issue the Online Service is the fastest method of processing available.