

STATE OF ALABAMA

**REQUEST FOR COPIES OR CERTIFIED COPIES
OF BUSINESS ENTITY DOCUMENTS**

PURPOSE: to request copies or certified copies of Business Entity documents. Only one entity's documents can be ordered on this form. Use a separate form for each separate Entity Identification (ID) number.

INSTRUCTIONS TO OBTAIN INFORMATION TO COMPLETE THIS FORM:

You may obtain the Entity ID Number on our website at www.sos.alabama.gov under the Government Records tab. Click on Business Entity Records, click on Entity Name, type the registered name of the entity in the appropriate box, and enter. The six (6) digit number containing a dash to the left of the name is the entity ID number (item 1 below). If you click on that number, you can view the Business Entity Details page to determine the names of the documents (item 2 below) you wish to request and the number of pages for those documents (item 3 below). **TIP:** Print out the BE Details for your records you will need this information for any request of the Secretary of State's Office, to file annual reports, and Business Privilege Tax Returns.

(For SOS Office Use Only)

Fees & Delivery Instructions are on page two (2) of this form. Mail two (2) copies of this form if you wish to receive a receipt with your certificate and are paying by check or money order. Credit card processing provides a separate receipt so the additional copy is not necessary. Please do not send cash in the mail.

This form must be typed or laser printed and will not be accepted via fax or email.

1. Alabama Entity ID Number (Format: 000-000): _____ - _____
Check the BE Details page to make certain that you have the correct entity (i.e. name, address, type of entity, and owner/incorporator, etc.) – this verification step is strongly recommended - your request will be processed based on the number you provide and there will be no refund if you select the wrong entity number.

2. The name(s) of the document(s) requested (from the BE Details page under Scanned Documents):

3. The total number of pages requested (from the BE Details page under Scanned Documents): _____ @ \$1.50 per page.

4. Service Requested (check all that apply): _____ \$1.50 per page
_____ \$5.00 per document for a Certified Copy
_____ \$100.00 Expedited Processing

5. Copies of documents requested are to be forwarded to: _____

Mailing Address (If copies are to be held for pick-up, type HOLD FOR PICK-UP here or the copies will be mailed.) **Copies will not be returned via fax or email – they are available online.**

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All documents are mailed standard USPS unless envelopes with special postage or overnight courier envelopes are included with the request. Any overnight courier envelopes must have a completed airbill with the billing information completed with no use of the Secretary of State's Office address and clearly marked "bill recipient." Airbills showing SOS address will be discarded since it has caused billing problems in the past and regular USPS will be used.

Credit Card Payment Option:

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: _____

Prepaid Account Option:

Name of Account: _____ Acct. Number: _____

Authorized Signature: _____

FEES & DELIVERY INSTRUCTIONS

Standard Copy Fee: The copy fee is \$1.50 per page for all entity types. All requests will be processed in the order in which they are received unless expedited processing is specifically requested. Fees for expedited processing must accompany the initial request.

Processing time is dependent on the volume of requests received and cannot be guaranteed.

Certification Fee: The fee for certifying a document by affixing the State seal is \$5.00 per document certified.

Expedited Processing Fee: The \$100.00 expedited processing fee ensures that the request will be processed and mailed within approximately twenty four (24) hours of receipt of the request.

Immediate Processing: You may acquire copies and certified copies online at www.sos.alabama.gov under the Business Services tab and either the Online Services link under Business Entities or the Copies of Documents link in the Quick Links box. The online service must be paid by credit card for non-subscribers and offers immediate processing (printed on your computer in your office – the certificate bears the seal and an authentication number on the face of the document and prints with gold accents on a color printer).

Mailing Address:

You may mail your request to the Office of the Alabama Secretary of State, Business Services Division/ Business Entities at PO Box 5616, Montgomery, Alabama 36103-5616. You may use this form to use your Credit Card or prepaid account, or enclose a check or money order for payment of the fees. Due to volume, we are unable to receipt for standard mail. If you need a receipt that your request was received you will need to use a courier service or certified/registered mail requiring a signature.

The overnight courier address is Office of the Alabama Secretary of State, Business Services Division/ Business Entities, 11 South Union Street Suite 119, Montgomery, Alabama, 36130. Please use this address only for courier, the PO Box address is a more secure method of delivery for regular mail.

Telephone/Fax/Email Request: Request for copies or certified copies are only accepted via mail, courier, or electronic online processing. **Telephone, fax or email requests will not be processed.**