

STATE OF ALABAMA

**NAME RESERVATION RENEWAL
REQUEST FORM (Domestic or Foreign)**

PURPOSE: To request a one year renewal of an existing Name Reservation in accordance with the *Code of Alabama 1975*, Title 10A, Chapter 1, Article 5. **No changes can be requested using this form.** This request can only be processed during the 90-day period immediately preceding the expiration of the reservation [10A-1-5.15].

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 renew the name reservation online in the time it takes to type this request (see page 3).

If a receipt is needed use registered mail service or a courier service.

No fees are charged or deposited until the Renewal is processed.

If the credit card does not authorize or the check is dishonored the Renewal will be terminated (there is a \$30.00 NSF check fee for all returned checks). 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, processed, or returned.

1. This request must be received in the Office of the Secretary of State prior to the expiration date of the Name Reservation. If the reservation has expired, a new Name Reservation Request must be filed.
2. To identify the Name Reservation requesting renewal:

___ a copy of the certificate that is within 90 days of expiration is attached

Or

The Reservation Number located below the seal on the existing Name Reservation Certificate: RES _____

Or

Provide the exact name of the entity on the Reservation: _____

NAME RESERVATION RENEWAL REQUEST FORM (Domestic or Foreign)

3. The renewed 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

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 – no timeframe can be guaranteed or estimated – 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.

Informational Only/Do Not Send With Request

Online Service Available:

The Name Reservation Renewal may be fully processed in real-time online. Go to www.sos.alabama.gov and click on the Business Services tab. Click on the Online Services link beneath the Business Entities subheading in the dropped listing on the left of the page. Click on the Name Reservation Menu on the main menu page and Renew Expiring Name Reservation in the Name Reservation Menu. Non-subscribers pay a \$28 fee with a credit card and receive the certificate by printing it immediately at the end of the process. To go directly to the online renewal system click on this link or copy it and paste it in your browser: https://www.alabamainteractive.org/sos_renewReservation/welcome.action

Mailing of Renewed Name Reservation Certificate:

All documents 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 “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.