

**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*, 10A-1-05.01 et seq. **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:

**\*Secretary of State, Business Services, PO Box 5616, Montgomery, AL 36103.**

\*Include a check, money order, or credit card payment for the \$25.00 processing fee.

\*The request is only accepted via mail or courier and will not be accepted via email.

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

\*Your filing will not be indexed if the credit/debit card does not authorize and will be removed from the index if the check is dishonored (\$30 fee) (it will be collected prior to filing of the entity formation/registration documents if necessary).

**\*This must be filed prior to formation/registration.**

**This form must be typed and will not be accepted via email.**

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.

**You cannot renew a name that has completed formation/registration.**

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: \_\_\_\_\_

\_\_\_\_\_

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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: \_\_\_\_\_

\_\_\_\_\_ \$25.00 Processing fee

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

\_\_\_\_\_ \$25.00 processing fee

Card Type: \_\_\_\_\_ (Visa, MC, Discover & AmEx)

Card Number: \_\_\_\_\_ Expiration Mo/Yr: \_\_\_\_\_ / \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Complete Billing Address: \_\_\_\_\_  
Street or PO Box City State Zip

Signature of Card Holder: \_\_\_\_\_  
**Must be signed by Card Holder**

The document of record will be stamped showing the receipt of the filing fee  
but will not show convenience fees (these fees are 3% of the total charge plus \$2.00).

## **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](http://www.sos.alabama.gov) and click on Business Services (below the picture), Scroll down to the Name Reservation Menu and then Renew Expiring Name Reservation in the Name Reservation Menu. Non-subscribers pay \$27.75 with a credit card and receive the certificate by printing it immediately at the end of the process.

### **Mailing of Renewed Name Reservation Certificate:**

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 air bill showing **no reference to the Office of the Secretary of State**, with the billing information completed and clearly marked "bill recipient." Air bills not completed in this manner will be discarded and the certificate will be returned standard USPS.

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