

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 the \$25.00 processing fee. The request is only accepted via mail or courier and will not be accepted via 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 the credit card does not authorize or if the check is dishonored, the filing will be removed from the index and of no legal effect. (\$30. Fee); (it will be collected prior to filing of the entity formation/registration documents if necessary). All processing instructions are complete in this form.



(For SOS Office Use Only)

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

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: _____

_____ \$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 City State Zip

Signature of Card Holder: _____

Must be signed by Card Holder.

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 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 a \$28 fee 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 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).