

STATE OF ALABAMA

NOTICE OF TRANSFER FOR NAME RESERVATION  
CERTIFICATE (Domestic or Foreign)

PURPOSE: To request a transfer of a name reservation certificate for an existing Name Reservation, pursuant to Section 10A-1-5.16. You must be the holder of the name listed on the certificate or an officer with the officer's title if the holder is an entity.

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 file the Notice of Transfer online in the time it takes to type this application.

\*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. A copy of the existing Name Certificate must be attached to this form.  
**You cannot transfer a name that has completed formation/registration.**

2. Transfer Name to: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**The typed name and signature must be the holder of the name listed on the certificate, or an officer with the officer's title if the holder is an entity.**

\_\_\_\_\_ I certify that I am the designated holder/officer of the name listed on the certificate and have the authority to request that these changes be made to the name reservation certificate.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Holder on Certificate

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Signature of Holder/Officer for Entity [10A-1-5.16]

## TRANSFER OF NAME RESERVATION CERTIFICATE

### 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 Signature of 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).

### **Instructional Information on Processing**

#### **Online Service Available:**

The Transfer of Name Reservation 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 Transfer a 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 Tranferred 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).