

**STATE OF ALABAMA
CORRECTION TO NAME RESERVATION CERTIFICATE
REQUEST FORM (Domestic or Foreign)**

PURPOSE: To request a corrected certificate for an existing Name Reservation. You must be the holder of the name listed on the certificate or the designated agent/attorney of the holder to make the request.

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 or \$25 for expedited processing (within twenty four (24) hours from the date of receipt). The request is only accepted via mail, courier, or email. miscellaneous filings@sos.alabama.gov . The filing will not be processed if the credit card does not authorize and will be removed from the index if the check is dishonored \$30. fee; (will be collected prior to filing of the entity formation/registration documents if necessary). 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 returned without review.

1. A copy of the existing Name Certificate must be attached to this form.
2. Correct filing type to _____ Domestic Entity (to be formed in Alabama in a County Probate Office)
_____ Foreign Entity (formed in a state other than Alabama or in another country)

Correct Entity Type to: _____ Business Corporation
_____ Nonprofit Corporation
_____ Professional Corporation (PC)
_____ Limited Liability Company (LLC)
_____ Professional LLC (PLLC)
_____ Limited Partnership (LP)
_____ Limited Liability Partnership (LLP)
_____ Limited Liability Limited Partnership (LLLP)
_____ Employee Cooperative Corporation
_____ Real Estate Investment Trust

3. Correct Name to: _____

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4. Correct Certificate Holder's Name (appears on Certificate) to: _____

5. Correct Address appearing on Certificate to: _____

6. The corrected certificate of name reservation is to be mailed to: _____

Mailing Address (If the certificate is to be held for pickup, Hold For Pickup must be typed in this line.)
There is no call for pickup service available.

OR email the corrected certificate to: _____
If email is completed no certificate will be mailed.

The typed name and signature of the requester 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, or the designated agent/attorney (must check box below and type name and title above signature) for the holder of the name.

_____ I certify that I am the designated agent/attorney for the holder of the name listed on the certificate and have the authority to request that these changes be made to the name reservation certificate.

Date

Typed Name and Title (if signing for an entity)

Signature of Requester [10A-1-5.11]

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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

_____ \$25.00 expedited processing option (processed within twenty four (24) hours from date 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 Signature of Card Holder

Instructional Information on Processing

Delivery of the Corrected Certificate of Name Reservation:

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.

The corrected certificate may be emailed upon completion if, and only if, an email address is provided on page 2 of the form. If that option is chosen, no hard-copy will be mailed.