

**STATE OF ALABAMA
FOREIGN CORPORATION (BUSINESS OR NON-PROFIT)
APPLICATION FOR REGISTRATION**

PURPOSE: In order to register a foreign entity (any entity formed outside of Alabama) to transact business in Alabama, the entity must deliver to the Secretary of State for filing an Application for Registration pursuant to Section 10A-1-7.04, Code of Alabama 1975.

INSTRUCTIONS: Mail two (2) signed copies of this completed Application for Registration along with the appropriate fee to the **Office of the Secretary of State, Business Services, P.O. Box 5616, Montgomery, AL 36103-5616**. Include a check, money order, or credit card payment for \$150.00 for standard processing or \$250.00 for expedited processing (completed within 24 hours after receipt by SOS). **The application is only accepted via mail or courier and will not be accepted via email.**

Using a credit card and our website, you may file the Foreign Corporation online in the time it takes to type this application. No fees are charged or deposited until the Application is approved. If you are mailing/couriering the application and would like an acknowledgement include a copy and postage paid self-addressed envelope. The entity will not be registered if the credit card does not authorize and will be removed from the index if the check is dishonored (\$30 fee). All processing instructions are complete in this form and Payment Option Sheet; cover letters are not necessary and will not be reviewed.

(For SOS Office Use Only)

The information completing this form must be typed or laser printed.

_____ Business/For-Profit Corporation _____ Non-Profit Corporation

1. The legal name of the foreign corporation as recorded in the jurisdiction in which it was formed/incorporated:

2. The name of the foreign entity for use in Alabama – you may use a fictitious name **only** if the legal name of the corporation above is not available in Alabama or the name does not comply with Article 5 of Title 10A. The name must contain the word "corporation" or "incorporated" or an abbreviation of one of the words (such as Inc. or Corp.) and satisfy the requirements of 10A-1-7.07

3. If a fictitious name is used the undersigned certifies the resolution of the Corporation's governing authority to adopt the fictitious name for use in Alabama and affirms the authority to make such a certification under Title 10A-1-7.07.

4. A copy of the name reservation certificate received from the Office of the Alabama Secretary of State must be attached.

5. Street (**No PO Boxes**) Address of principal office: _____

Mailing Address (if different from street address) _____

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6. The undersigned certifies that the foreign entity currently exists as a valid entity of the type stated above under the laws of the entity's jurisdiction of formation.
7. Corporation's jurisdiction of formation: _____
8. Date of the corporation's formation in state/country of jurisdiction: ____/____/____ (MM/DD/YYYY)
9. Name of registered agent for service of process in Alabama (**MUST** be physically located in Alabama): _____

10. Street (**No PO Boxes**) Address of registered office of registered agent (**MUST** be physically located in Alabama):____

Mailing Address in Alabama (if different from street address) _____

11. The date the foreign corporation began or will begin transacting business in Alabama: ____/____/____
(MM/DD/YYYY)

Date

Typed Name **and** Title of Signature Below

Signature of Person Authorized to Sign per 10A-1-4.01, *Alabama Code*

In order to review the sections of the *Code of Alabama 1975* referred to in the filing form you may access www.sos.alabama.gov and go to Records. Choose the Code of Alabama link to review.

Secretary of State Payment Option Sheet: If you do not send an acknowledgement copy and a pre-addressed postage paid envelope with the filing, you will not receive a credit card or prepaid account receipt from the Secretary of State's Office. Hold for pickup request – acknowledgement copy will have the receipt attached. The document of record will be stamped showing the receipt of the filing fee and expedite fee but will not show convenience fees which will be charged; (generally these fees are between 2% and 5% of the total charge).

Information MUST be typed or laser printed on a computer.

Entity Name: _____

Service Requested: _____ \$150.00 Registration filing fee

_____ \$4.00 Copy Fee (Only if not submitting a duplicate copy of the registration form).

_____ \$100.00 Expedited Processing fee

Hold at Front Desk for Pick-up for: _____

(Service providers who run couriers for pick-up – we do not have a call for pick-up service)

_____ **Check is attached** - Please make one check payable for the total amount of the fees (i.e., \$250 if you are requesting expedited service) to the Alabama Secretary of State.

_____ **Charge fees to prepaid account:** Account Number _____

and Account Name _____

Typed Name & Signature of Authorized Individual on Account

_____ **Credit Card Type:** _____ (Visa, MC, Discover & AmEx)

Card Number: _____ Expiration Mo/Yr: ____/____ (MM/YY)

Card Holder Name: _____

Complete Billing Address: _____

Street or PO

City

State

Zip

Signature of Card Holder: _____

MUST be Signature of Card Holder