



**CORRECTION TO NAME RESERVATION CERTIFICATE REQUEST FORM**

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: \_\_\_\_\_

\_\_\_\_\_ \$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 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.