STATE OF ALABAMA

DUPLICATE NAME RESERVATION CERTIFICATE REQUEST FORM

PURPOSE: To request a duplicate certificate for an existing Name Reservation. No changes can be requested through the filing of this form. The reservation may not be renewed with the filing of this form.

(For SOS Office Use Only)

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. This request is only accepted via mail or courier and will not be accepted via email. Using a credit card and our website, you may obtain a duplicate certificate online in the time it takes to type this request (see page 3). 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); (it will be collected prior to filing of the entity formation/registration documents if necessary). All processing instructions are complete in this form.

The information completing this form must be typed or the request will be rejected without review.
Emailed requests will not be acknowledged, reviewed, processed, or returned.

1. If available, Name Reservation Certificate Number: RES_____ (format RES000000)
   This number appears in the lower left corner of the original certificate under the State Seal.

2. Name exactly as it was reserved with the Alabama Secretary of State:

   _____

3. The request for the original name reservation was submitted by and for the use of (**this is for verification purposes – the information appears on the certificate and cannot be changed via a request for duplicate**):

   Name (entity or individual):_____

   Address:_____

4. The duplicate 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 [10A-1-5.11]

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.

Informational Only/Do Not Send With Request

Online Service Available:

The duplicate certificate request 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. You can then click on the Duplicate Name Reservation Certificate link. 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 Duplicate Certificates of Name Reservation:

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).