

**STATE OF ALABAMA
APPLICATION FOR CERTIFICATE OF EXISTENCE
OF REGISTERED ENTITIES**

PURPOSE: to request a Certificate of Existence for an entity indexed or registered by the Office of the Alabama Secretary of State. Only one entity's certificate can be ordered on this form. Use a separate form for each separate Entity Identification (ID) Number.

This is not a Certificate of Compliance (Good Standing) request. That document is issued by the Alabama Department of Revenue and can be ordered on their website at https://www.alabamainteractive.org/ador_tax_compliance/welcome.action.

INSTRUCTIONS: Mail one (1) signed original and one (1) copy of this completed form along with a self-addressed, stamped envelope with the filing fee of \$25.00 (credit card, check, or money order) to the **Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama 36103-5616.**

(For SOS Office Use Only)

**This form must be typed
and will not be accepted via email.**

1. Alabama Entity ID Number (Format: 000-000): _____ - _____ **INSTRUCTION TO OBTAIN ID NUMBER TO COMPLETE FORM:** If you do not have this number immediately available, you may obtain it on our website at www.sos.alabama.gov Click Business Services (below picture), click Business Entity Search, search by entity name. The six (6) digit number containing a dash to the left of the name is the entity ID number. If you click on that number, you can check the details page to make certain that you have the correct entity – this verification step is strongly recommended.
2. The certificate of existence is to be forwarded to: _____
Name

Mailing Address/Standard USPS (If the certificate is to be held for pick-up, type HOLD FOR PICK-UP here or it will be mailed.) **Certificates will not be returned via email since they are available online.**

All documents are mailed standard USPS unless envelopes with special postage or overnight courier envelopes are included with the request. Any overnight courier envelopes must have a completed air bill with the billing information completed with no reference to the Secretary of State's Office address and clearly marked "bill recipient." Air bills showing SOS address will be discarded and regular USPS will be used.

Credit Card Payment Option:

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: _____

APPLICATION FOR CERTIFICATE OF EXISTENCE OF REGISTERED ENTITIES

Prepaid Account Option:

Name of Account: _____ Acct. Number: _____

Authorized Signature: _____

FEES & DELIVERY INSTRUCTIONS

Standard Processing: The fee is \$25.00 for all entity types. All applications will be processed in the order in which they are received.

Immediate Processing: You may acquire a Certificate of Existence online at www.sos.alabama.gov Click on Business Services (under picture), Scroll down to Certificate of Existence. The online service must be paid by credit card and is \$28.00 for non-subscribers offering immediate processing (printed on your computer in your office – the certificate bears the seal and an authentication number on the face of the document and prints with gold accents on a color printer).

Mailing Address:

You may mail your request to the Office of the Alabama Secretary of State, Business Services Division/ Business Entities at PO Box 5616, Montgomery, Alabama 36103-5616. You may use this form to use your Credit Card or prepaid account, or enclose a check or money order for payment of the fees. We are unable to receipt for standard mail. If you need a receipt that your request Application was received you will need to use a courier service or certified/registered mail, requiring a signature.

The overnight courier address is Office of the Alabama Secretary of State, Business Services Division/ Business Entities, RSA Plaza Building, 770 Washington Avenue, Suite 580, Montgomery, Alabama, 36104. Please use this address only for courier, the PO Box address is a more secure method of delivery for regular mail.

Applications for Certificate of Existence are only accepted via mail, courier, or electronic online processing. Telephone or email applications will not be processed.