

**STATE OF ALABAMA
REQUEST FOR COPIES OR CERTIFIED COPIES
OF BUSINESS ENTITY DOCUMENTS**

PURPOSE: To request copies or certified copies of Business Entity documents. Only one entity's documents can be ordered on this form. Use a separate form for each separate Entity Identification (ID) number.

INSTRUCTIONS: Mail 2 copies of this completed form along with a self-addressed, stamped envelope to:

***Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama 36103.**

*Include a check, money order, or credit card payment for the processing fee.

*Your filing will not be indexed if the credit/debit card does not authorize and will be removed from the index if the check is dishonored (\$30 fee).

*You may view the Business Entity Details page to determine the names of the documents (item 3 below) you wish to request and the number of pages for those documents (item 3 below).

***TIP:** Print out the BE Details for your records. You will need this information for any request to file annual reports and Business Privilege Tax returns.

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

1. Alabama Entity ID Number (Format: 000-000-000): _____ - _____ - _____ **TO OBTAIN ID NUMBER,** go to our website at www.sos.alabama.gov, click on Business Services (below picture), click on Business Entity and Name Search, click on Entity Name, enter the name of the entity in the appropriate box, and enter. Click on the number and verify that this is the correct entity. This step is strongly recommended.

2. The name of the entity as registered with the Secretary of State of Alabama:

3. The name(s) of the document(s) requested (from the BE Details page under Scanned Documents):

4. The total number of pages requested (from the BE Details page under Scanned Documents):

_____ @ \$2.00 per page

5. Service Requested (check all that apply): _____ \$2.00 per page

_____ \$10.00 per document for a Certified Copy

6. Copies of documents requested are to be forwarded to: _____

Mailing Address (If copies are to be held for pick-up, type HOLD FOR PICK-UP here or the copies will be mailed.)

Copies will not be returned via email since they are now available online.

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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 Box City State Zip

Signature of Card Holder: _____

MUST be Signature of Card Holder

Prepaid Account Option:

Name of Account: _____ Acct. Number: _____

Authorized Signature: _____

FEES & DELIVERY INSTRUCTIONS

Standard Copy Fee: The copy fee is \$2.00 per page for all entity types. All requests will be processed in the order in which they are received. The document of record will be stamped showing the receipt of the filing fee but will not show convenience fees (these fees are 3% of the total charge plus \$2.00).

Certification Fee: The fee for certifying a document by affixing the State seal is \$10.00 per document certified.

Immediate Processing: You may acquire copies and certified copies online at www.sos.alabama.gov. Click on Business Services (below the picture, Business Entity Record Copies). The online service must be paid by credit card and offers 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. If you need a receipt that your request 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.

Request for copies or certified copies are only accepted via mail, courier, or electronic online processing.

Telephone or email requests will not be processed.