

REQUEST FOR CERTIFICATES OR COPIES

ONLY ONE

BUSINESS NAME OR BUSINESS ID # PER FORM

Date _____

NAME OF REQUESTING PARTY
STREET ADDRESS – P O BOX
CITY, STATE, ZIP CODE
PHONE NUMBER ()

CUSTOMER ID #, IF ANY

I have provided my customer ID # and authorize SOTS to debit my account

BUSINESS ENTITY NAME (Print complete name of business as it appears on the records of the Secretary of the State Office)
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OR

BUSINESS ID #

CERTIFICATES OF LEGAL EXISTENCE

Be certain you check the correct box. The Concord Computer system automatically issues these certificates based on information you provide.

PLEASE INDICATE QUANTITY ORDERED

1. Corporations

<u> </u>	Express Certificate of Legal Existence	\$20.00	
<u> </u>	Short Form Certificate (reflects all name changes)...	40.00	
<u> </u>	Long Form Certificate (domestic only)	60.00	{Cannot be expedited}

2. Limited Liability Companies

<u> </u>	Express Certificate	25.00	
<u> </u>	Short Form Certificate (reflects all name changes)...	25.00	
<u> </u>	Long Form Certificate (domestic only)	50.00	{Cannot be expedited}

3. Limited Partnerships

<u> </u>	Certificate of Legal Existence	25.00	
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4. Limited Liability Partnerships

<u> </u>	Express Certificate	20.00	
<u> </u>	Short Form Certificate	40.00	
<u> </u>	Long Form Certificate (domestic only)	60.00	{Cannot be expedited}

5. Statutory Trusts

<u> </u>	Express Certificate	20.00	
<u> </u>	Short Form Certificate	40.00	

6. Special Certificates

<u> </u>	Certificate Evidencing... _____	25.00	
<u> </u>	No Record	25.00	{Cannot be expedited}

(See reverse side)

PHOTOCOPIES OF BUSINESS DOCUMENTS ON FILE

BUSINESS ENTITY NAME (Print complete name of business as it appears on the records of the Secretary of the State Office)
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OR

BUSINESS ID #

CHECK ONE _____ CERTIFIED COPY - \$25.00 per document _____ PLAIN COPY - \$20.00 per document

Type of Document	Filing Number	Date	Volume	Page

****NOTE ****

EXPEDITED SERVICE: The fee for Expedited (24-hour) service is \$25.00 per transaction in addition to the filing fee. Each separate certificate or copy is considered a separate transaction.

Any variation in the business name or business ID # may result in a rejection.

Copies of documents stored off-site may not be expedited.

MAILING ADDRESS:

Secretary of the State of Connecticut
P.O. Box 150470
Hartford, CT 06115-0470