230602

ROSS MILLER
Secretary of State
204 North Carson Street, Suite 2
Carson City, Nevada 89701-4520
(775) 684-5708
Website: www.nvsos.gov

Copies Order Form

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Order Processing Requested: **(Expedite Processing *Requires* Additional Fees)**

☐ Regular Processing ☐ **24-HOUR** Expedite ($125.00 additional fee) ☐ **2-HOUR** Expedite ($500.00 additional fee) ☐ **1-HOUR** Expedite ($1000.00 additional fee)

Order Information:

Date of Request:

Entity Name:

File Number: Phone:

Contact Name: Email Address:

Address:

Return Delivery: (email or fax options do not receive a copy via mail; must be ordered separately)

☐ Email to: ☐ Fax to:

☐ Hold for Pick Up ☐ Mail to Address Above ☐ FedEx: Acct #

☐ Other: (explain below) Ship Type:

Order Details:

Filed Documents:

Type of Copies Ordered:

☐ Plain ☐ Certify as a packet ☐ Certify each filing

(Please indicate the number of copies being requested below)

Articles Document #

List(s) Document #

All Amendments

Entire File (# of copies)

Indicate additional document numbers below or attach a separate page

Search Copies Requested:

☐ Search

Business License NV Business ID #

Certificates: (Indicate number being requested)

Ceremonial

Good Standing Short Long

Certificate of Status

Charter

Apostille

Country document will be used

Other Certificates

Please note: Documents requiring an Apostille must be certified. Separate fees and expedite fees for copies and certificates apply. See attached fee schedule or contact customer service at (775) 684-5708 with any questions.

ORDERS CANNOT BE CHANGED OR CANCELED ONCE THEY ARE SUBMITTED.

Total Amount:

Method of Payment:

☐ Check/Money Order ☐ Credit/Debit Card (attach ePayment checklist) ☐ Trust Account:

☐ Use balance remaining in job #

Reset

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Customer Order Instructions for Copies and Certificates

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.

1. Please check which method of processing you need. Additional fees are required for expedited processing.

2. Fill in the name and file number of the entity for which you are requesting documents.

3. Provide your name, phone number, email and mailing address. These are required fields.

4. State which method of return delivery you would like us to use and provide the account number and shipping type (priority overnight, standard, etc.) if you are using a delivery service such as Federal Express or UPS. **WE WILL DELIVER DOCUMENTS BY ONE METHOD ONLY.**

5. When ordering **COPIES**, please state the number of copies needed and the document number(s) which you would like copied. Check the appropriate box for certification (plain or certified). If you do choose to certify, specify to have them certified separately or as a packet. When ordering **CERTIFICATES**, please state the type of certificate you would like. If you want a ceremonial certificate, please check the ceremonial box and indicate the type of certificate ordered.

6. If you would like a copy of a Business License, supply the NV Business Id #, if available.

7. Method of Payment: please check the appropriate box of the method you will be using. If using a credit/debit card, please submit the ePayment Checklist found at http://www.nvsos.gov/Modules/ShowDocument.aspx?documentid=1007

Orders may be submitted via email to copies@sos.nv.gov, at the office of the Secretary of State or by mail at the following addresses:

MAIN OFFICE:
Regular and Expedited Flings

Secretary of State
Copies Division
204 North Carson Street, Suite 2
Carson City NV 89701-4520
Phone 775-684-5708
Fax 775-684-5645

SATELLITE OFFICE:
Expedited Filings Only

Secretary of State - Las Vegas
Commercial Recordings Division
555 East Washington Ave., Suite 5200
Las Vegas NV 89101
Phone 702-486-2880
Fax 702-486-2888

ROSS MILLER
Secretary of State
202 North Carson Street
Carson City, Nevada 89701
Phone: (775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Commercial Recordings Copies and Certification Services Fee Schedule

The following is a list of copies and certification services and the associated fees for Commercial Recording and apostille/certification services. Fees are per document unless otherwise noted.

SERVICE REQUESTED:

Copies	$2.00 per page
Certification of Document	$30.00
Search	$50.00
Certificate of Existence (evidence of good standing – short form)	$50.00
Certificate of Existence (listing amendments – long form)	$50.00
Ceremonial Certificate of Good Standing	$100.00
Certificate Evidencing Name Change	$50.00
Certificate of Fact of Merger	$50.00
Certificate of Default	$50.00
Certificate of Revocation	$50.00
Certificate of Dissolution	$50.00
Certificate of Withdrawal	$50.00
Certificate of Cancellation	$50.00
Certificate of Non-Existence	$50.00
Miscellaneous Certificates	$50.00
Apostille (Hague Treaty Nations)/Certification (Non-Hague Treaty Nations)	$20.00
Corporate Charter	$50.00
Ceremonial Charter	$100.00

EXPEDITE SERVICE:

Expedite service is available for copies, certificate and certification services. Fees for expedite service are in addition to the fees as listed above.

24 Hour Expedite Service: ***Order may be picked up or mailed out within 24-hours.***

Apostille	$75.00
Copies: Per entity name	$125.00
Certificates: Per entity name and certificate type	$125.00
Search: Expedite fee on search only; additional expedite fee required for copies	$125.00

2-Hour Expedite Service: ***Order may be picked up or mailed within 2-hours.***

1 or more certificates (per entity name and certificate type)	$500.00
1 or more copies (per entity name)	$500.00

1-Hour Expedite Service: ***Order may be picked up or mailed within 1-hour.***

1 or more certificates (per entity name and certificate type)	$1000.00
1 or more copies (per entity name)	$1000.00

BASIC INSTRUCTIONS:

1. All orders may be submitted via email to copies@sos.nv.gov or in writing, with fees enclosed, to the above address. Payment by VISA, Mastercard, Discover or American Express are accepted. Trust account and credit card customers may fax *expedite orders only* to (775) 684-5645. Trust account orders must be received on company letterhead.
2. Orders can be emailed back on most occasions. All orders not specified as a pick-up are mailed out via first-class mail, unless a Federal Express number is provided or other major courier pickup arrangement is made.
3. Fax back service is *only available* for certificates or copies of 50 pages or less. This service must be requested at time of order with complete fax information provided.
4. Each order will be returned to one address only.

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ROSS MILLER
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202 North Carson Street
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(775) 684-5708
Website: www.nvsos.gov

ePayment Checklist
(For Counter, Fax and Mail Requests)

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Service Type: ☐ Counter ☐ Mail ☐ Fax

Order Processing Requested: **(Expedite Processing *Requires* Additional Fees)**

☐ Regular Processing ☐ **24-HOUR** Expedite ☐ **2-HOUR** Expedite ☐ **1-HOUR** Expedite

Payment by Card *(card holder name and billing address required below)*

Card Type: ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

Customer Credit Card Number: V CODE*

***** 3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
4-digit number found on the front right side of American Express card.

NOTICE: *For security and verification purposes, all credit card payments must include the 3 or 4-digit CVV2 code (VCode) number located on the credit card. Failure to include this code will result in the rejection of your filing or service request.*

Credit Card Expiration Date: Month Year

Amount to Charge Card: USD $

Order Information *(required)*

Entity Name/Order Reference:

Card Holder Information:

Name as it Appears on the Account

Billing Address

City, State, Zip

Telephone

Payment Authorization

I authorize the Secretary of State to bill an amount not to exceed the following to be charged to the above listed account(s):

X

Authorized Signature

Not to Exceed Amount: USD $

Reset