



**BARBARA K. CEGAVSKE**  
 Secretary of State  
 202 North Carson Street  
 Carson City, Nevada 89701-4201  
 (775) 684-5708  
 Website: [www.nvsos.gov](http://www.nvsos.gov)

# Copies Order Form

**ORDER CANNOT BE CHANGED OR CANCELED ONCE SUBMITTED.**

USE BLACK INK ONLY - DO NOT HIGHLIGHT

**1. Order Processing Requested: (Expedite Processing Requires Additional Fees Per Entity and Certificate Type)**

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

**2. Contact Information:** Date of Request: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Address: \_\_\_\_\_

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

**4. Name:** \_\_\_\_\_

Email to: \_\_\_\_\_  Fax to: \_\_\_\_\_  
 Hold for Pick Up     Mail to Address Above     FedEx: Acct # \_\_\_\_\_  
 Other: \_\_\_\_\_

**5. Order Information and Details:**

Entity Name: \_\_\_\_\_

Entity Number: \_\_\_\_\_ NV Business ID: \_\_\_\_\_

**6. Filed Documents:**

Type of Copies Ordered:

Plain (\$2 per page)   
  Certify as a packet (\$30 + \$2 per page)   
  Certify each filing (\$30 per + \$2 per page)

(Please indicate below how many sets of copies are being requested)

Articles \_\_\_\_\_ All Amendments \_\_\_\_\_

All Articles and Amendments \_\_\_\_\_

List \_\_\_\_\_ Document # \_\_\_\_\_

Last List \_\_\_\_\_ All Lists on file \_\_\_\_\_

Entire File (Includes all Public Records filed for Entity) Sets of Copies \_\_\_\_\_

Search (\$50)

Indicate additional document numbers below or attach a separate page

**7. Certificates:** (Indicate number being requested)

Ceremonial (Colored Certificate with Raised Seal \$100) \_\_\_\_\_

Good Standing

Short \_\_\_\_\_ Long Form \_\_\_\_\_

Certificate of Status \_\_\_\_\_

Statement of Partnership Authority \_\_\_\_\_

Charter \_\_\_\_\_

Apostille/Certification \_\_\_\_\_

Must Indicate Country Document Will be Used \_\_\_\_\_

Other Certificates

**8. Number of Business License Copies** \_\_\_\_\_ **Permission Letter Required**

Please note: Documents requiring an Apostille/Certification 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.

**9. Method of Payment:**

Check/Money Order   
  Credit/Debit Card (attach ePayment checklist)   
  Trust Account: \_\_\_\_\_  
 Use balance remaining in job # \_\_\_\_\_



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# Customer Order Instructions for Copies and Certificates

**ORDERS CANNOT BE CHANGED OR CANCELED ONCE SUBMITTED.**

**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.**

1. Please check which method of processing you require. Additional fees are required for expedited processing.
2. Fill in all the contact information. This is required in case we have to contact you for more information or clarification.
3. 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. **WE WILL DELIVER DOCUMENTS BY ONE METHOD ONLY.** If you use UPS you must provide your own *prepaid* UPS label.
4. Provide the name of the individual who will be receiving the documents.
5. Fill in the name and number of the entity for which you are requesting documents. Only one entity name or entity number can be requested per order form. The Business Entity Search on our website [nvsos.gov](http://nvsos.gov) can help you fill out parts of the copies order form (entity number, document numbers and the number of pages a filing contains).
6. When ordering **COPIES**, please state the sets of copies needed and the document number(s). Check the appropriate box for certification (plain or certified). If you choose to certify, specify if you require them certified separately or as a packet. If you check **Entire File** no other boxes in that section can be checked.
7. 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. Apostille orders *must state the country where the apostille is to be used*.
8. If you would like a copy of a Business License, supply the NV Business ID # and attach your permission letter authorizing us to release the license. When ordering a copy of a business license, written approval signed by an entity's current officer, general partner, managing member, or Nevada Resident Agent on company letterhead is required before a copy of the business license can be released.
9. 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](mailto:copies@sos.nv.gov) (orders submitted via email will receive a receipt confirmation by a staff member), at the office of the Secretary of State or by mail at the following addresses:

**MAIN OFFICE:**  
*Regular and Expedited Orders*

Secretary of State  
 Copies Division  
 202 North Carson Street  
 Carson City NV 89701-4201  
 Phone 775-684-5708  
 Fax 775-684-5645

**SATELLITE OFFICE:**  
*Expedited Orders 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



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 Website: [www.nvsos.gov](http://www.nvsos.gov)  
[www.nvsilverflume.gov](http://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:**

- All orders may be submitted via email to [copies@sos.nv.gov](mailto: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.
- 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.
- 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.
- Each order will be returned to one address only.

