

**Plain Copies & Certified Copies Request**

**Fee per Entity:** Plain Copies: \$1.00 for first page; .50¢ for each additional page  
Certified Copies: \$15 for first document; \$5 for each additional document

If paying by credit card, please indicate a "Do not exceed" amount at bottom of E-Payment Form. If paying by check, please contact the Secretary of State's Office at 304-558-800 prior to sending the order.

Name of Business Entity (1 entity per form): \_\_\_\_\_

Type of Copies:      Certified Copies              Plain Copies

Number of Copies: \_\_\_\_\_

Document(s) being Requested:

- Articles of Formation / Application for Authority  Amendments
- Mergers, Consolidations, &/or Conversions  Trade Names
- Dissolution, Termination, or Other Terminating Documents  Annual Reports
- Specific: \_\_\_\_\_  Officer Changes
- All Documents on Record; Excluding: \_\_\_\_\_

Service Type (in addition to copies fee):

- Standard:  
5-10 business days
- \$25  
24 Hour Expedite
- \$250  
Two Hour Expedite
- \$500  
One Hour Expedite

Name of Requestor: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Return Delivery Option:

- Hold for Pick-up
- Email: \_\_\_\_\_
- Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Copies Requests with E-Payment Form may be emailed to [Copies@wvsos.gov](mailto:Copies@wvsos.gov) OR mailed to

WV One Stop Business Center 13 Kanawha Blvd. W. Suite 201 Charleston, WV 25302	North Central WV Business Hub 153 West Main Street Suite G- Third Floor Clarksburg, WV 26301	Eastern Panhandle Business Hub 229 East Martin Street Martinsburg, WV 25401
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## 24-hour, 2-hour and 1-hour Expedite Service Guidelines

**IMPORTANT:** To ensure expedited service, please mark “EXPEDITE” in a conspicuous place at the top of the service request. Please indicate method of delivery.

### **24-HOUR EXPEDITE SERVICE**

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your “**24-HOUR EXPEDITE**” request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

**Time Constraints:** Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

### **2-HOUR EXPEDITE SERVICE**

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

### **1-HOUR EXPEDITE SERVICE**

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**

