

Plain Copies & Certified Copies Request

Fee per Entity: **Certified Copies:** \$15 for first document; \$5 for each additional document

Name of Business Entity (1 entity per form): _____

Type of Copies: ☐ Certified Copies ☒ Plain Copies (No Fee, please call 304-558-8000 to request)

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: _____

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
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West Virginia Secretary of State
Business & Licensing Division
Tel: (304)558-8000
Fax: (304)558-8381
Website: www.wvsos.gov

CUSTOMER ORDER REQUEST

INCLUDE THIS FORM WITH YOUR FILING

Name of Business on Filing: _____

Contact for Filing:

Name: _____

Phone: _____

Email: _____

Order Description: Please Identify the type of filing or request being made.

EXPEDITING SERVICE OPTIONS*

- ☐ Standard (5-10 business days) - No additional cost
- ☐ In-Person Same Day -\$25 in addition to filing fee
- ☐ Next Business Day - \$25 in addition to filing fee
- ☐ 2 Hour - \$250 in addition to filing fee
- ☐ 1 Hour - \$500 in addition to filing fee

Expediting Service is NOT AVAILABLE for:

- Dissolutions / Withdrawals of Corporations, Voluntary Associations, or Business Trusts
- Credit Service Organization Registrations
- Trademark Filings
- Sole Proprietor / General Partnership Trade Names

*Fees apply to each business. Time frame Indicates when the filing will be completed and registered in the Secretary of State database.

Return Information:

Method of Return:

- ☐ Hold for Pick Up
- ☐ Email: _____
- ☐ Specialty Carrier (Please provide return envelope & prepaid label)
- ☐ USPS Mail (standard)

Attention: _____

Street: _____

City: _____ State: _____ Zip code: _____

Please Mail Filing to Any Secretary of State Hub Office

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