

**APPLICATION FOR CERTIFICATE OF AUTHORITY OF AN AGRICULTURAL COOPERATIVE ASSOCIATION**  
Form CAF-1  
Rev. 11/2025

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

**FILE ONE ORIGINAL**  
(Two if you want a filed stamped copy returned to you.)

**FILING FEE: \$100 (profit)**  
**\$50 (non-profit)**  
**\* Fee Waived for Veteran-owned corporation**

Control # \_\_\_\_\_

The undersigned, having authority to transact business on behalf of a foreign (out-of-state) registered Agricultural Cooperative Association, agrees to comply with the requirements of West Virginia Code [§19-4](#) to apply for Certificate of Authority.

**1. Home State Information:**

- a. The name of the **Agricultural Cooperative Association** as it is registered in its home state is: \_\_\_\_\_
- b. **State of** \_\_\_\_\_ **Date of Incorporation:** \_\_\_\_\_ **Duration** (no. yrs. or perpetual) \_\_\_\_\_

**CHECK HERE to indicate you have obtained and submitted with this application a CERTIFICATE OF EXISTENCE (GOOD STANDING), dated during the current tax year, from your home state of original incorporation as required to process your application. The certificate may be obtained by contacting the Secretary of State's Office in the home state of original incorporation.**

**2. Principal Office Information:**

- a. **Principal office** address of the corporation is: No. & Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
- b. **Mailing address**, if different from above address: Street/PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**3. West Virginia Office Information:**

**a. Corporate name to be used in WV:**

[See Section 1. of the attached instructions pertaining to name requirements. This name is your official name and must be used in its entirety when in use unless a Trade Name (DBA) is registered with the Office of Secretary of State, according to Chapter 47-8 of the West Virginia Code. To register a Trade Name (DBA) you must complete a Trade Name Registration (Form NR-3).]

- Home state name as listed on line 1a. above**, if available. (If name is not available, check **DBA Name** box below and follow special instructions under Section 3a. attached to this application.)
- Forced DBA\* Name:** \_\_\_\_\_

\*See special instructions in **Section 3a.** regarding the **Letter of Resolution** approving use of a "forced **DBA Name**" attached to this application. View a [sample Letter of Resolution](#).

b. Designated (physical) office address in West Virginia, if any:

No. & Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

c. Located in the County of:

County: \_\_\_\_\_

d. Mailing address in West Virginia, if different from above:

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Agent for Service of Process:

Properly designated person or company to whom notice of legal process may be sent, if any.

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

No. & Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

5. E-mail address where business correspondence may be received: \_\_\_\_\_

6. Website address of the business, if any (ex: yourdomainname.com): \_\_\_\_\_

7. Do you own or operate more than on business in West Virginia?  Yes \* Answer a. and b. below.  No  Decline to answer

If "Yes"... a. How many businesses? \_\_\_\_\_ b. Located in how many West Virginia counties? \_\_\_\_\_

8. a. Proposed purpose for transaction of business in West Virginia is (attach additional pages if necessary): (Describe the type[s] of business activity which will be conducted, for example, "agricultural production of grain and poultry." Per §19-4-3 of the WV Code, the association may be organized to "engage in one or more qualified activities in connection with the marketing or selling of agricultural products or the goods and services of its members or those purchased from other persons; or in connection with the manufacturing, selling or supplying to its members of machinery, equipment or supplies; or in securing and disseminating market information; or in the financing directly, through agricultural credit associations, and/or otherwise, the above- enumerated activities; or in any one or more of the activities specified herein." "Agricultural products" are defined as "horticultural, viticultural, forestry, dairy, livestock, poultry, bee and any farm products, in their natural form or process." "Goods and services" means food and beverages, arts and crafts, woodworking and furniture-making, and recycling, composting and repurposing materials.)

b. Will the incorporation elect to be organized for purposes as a "Benefit Corporation" per West Virginia Code §31F? ONLY applicable to "FOR PROFIT" corporations; "NON-PROFIT" corporations CANNOT elect this status.

Yes [If "Yes," the corporation must be formed FOR PROFIT and the purpose(s) indicated in Section 10a. above must include a "general public benefit" as set forth in §31F-3-301(a) of the West Virginia Code. Per §31F-1-102(c), "general public benefit" means "a material positive impact on society and the environment taken as a whole, as measured by a third-party standard, from the business and operations of a benefit corporation."].

No [Proceed to Section 10c.]

9. Is the business a **Scrap Metal Dealer**?

**Yes** [If "Yes," you must complete the **Scrap Metal Dealer Registration Form** (Form SMD-1) and proceed to Section 10.]

**No** [Proceed to Section 10.]

10. **Corporate Status Information:**

a. Corporation is organized as (check one):  **For Profit**  **Non-Profit**

b. **Officers and Directors:** (At least **three (3) Directors** must be listed; *add additional pages if necessary*)

<u>Officer Title</u>	<u>Officer Name</u>	<u>No. &amp; Street Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

11. Is the organization a "**veteran-owned**" organization?

Effective **JULY 1, 2015**, to meet the requirements for a "**veteran-owned**" organization, the entity filing the registration must meet the following criteria per West Virginia Code [§59-1-2a](#):

1. A "**veteran**" must be honorably discharged or under honorable conditions, and
2. A "**veteran-owned business**" means a business that meets one of the following criteria:
  - o Is at least fifty-one percent (51%) unconditionally owned by one or more veterans; or
  - o In the case of a publicly owned business, at least fifty-one percent (51%) of the stock is unconditionally owned by one or more veterans.

**Yes** (If "Yes," attach **Form DD214**)  **CHECK BOX** indicating you have attached **Veteran Affairs Form DD214**

**No**

You may obtain a copy of your Veterans Affairs Form DD214 by contacting:

**National Personnel Records Center  
Military Personnel Records**  
1 Archives Drive  
St. Louis, MO 63138  
Toll free: 1-86-NARA-NARA or  
1-866-272-6272 Phone: 314-801-0800  
[www.archives.gov/veterans/military-service-records](http://www.archives.gov/veterans/military-service-records)

Per WV Code [59-1-2\(j\)](#) effective July 1, 2015, the **registration fee is waived** for entities that meet the requirements as a "**veteran-owned**" organization. See attached instructions to determine if the organization qualifies for this waiver. In addition, a "**veteran-owned**" entity will have **four (4) consecutive years of Annual Report fees waived** AFTER the organization's initial formation [see WV Code [59-1-2a\(m\)](#)].

12. The number of acres of land it holds or expects to hold in West Virginia is: \_\_\_\_\_

**13. Contact and Signature Information\*** (See below *Important Legal Notice Regarding Signature*):

a. Contact person to reach in case there is a problem with filing: \_\_\_\_\_ Phone: \_\_\_\_\_

b. Print name of person who is signing articles of incorporation: \_\_\_\_\_

c. Signature of Incorporator: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Important Legal Notice Regarding Signature:** Per West Virginia Code [§31D-1-129](#). **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both.

**Important Note:** This form is a public document. Please **do NOT provide any personal identifiable information on this form** such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.

**INSTRUCTIONS FOR FILING WEST VIRGINIA APPLICATION FOR CERTIFICATE  
OF AUTHORITY OF AN AGRICULTURAL COOPERATIVE ASSOCIATION**

**BEFORE YOU COMPLETE THE APPLICATION:**

**I.** Per [§19-4-2](#) of the West Virginia Code, **three (3) or more persons engaged in the production of agricultural products may form a cooperative association with or without capital stock.** Three (3) or more cooperative associations may form an agricultural credit association, with or without capital stock, under this article and in compliance with the credit union provisions of [Chapter 31C](#) of this Code. In accordance with [§19-4-10](#) of the West Virginia Code, the cooperative association shall be managed by a board of not less than three (3) directors, elected by the members or stockholders.

**II.** The corporate name you select will be approved **only** if it is available - that is, if the name is not the same as and is distinguishable from any other name which has been reserved or filed in West Virginia. If you prepare corporate papers without applying for and receiving a name reservation, you do so at your own risk. A telephone check on availability of a name is NOT a guarantee. You may apply for a name reservation in writing, accompanied by a \$15 fee payable to the Secretary of State, mailed to the address at the top of the application. Once approved, the name will be held for 120 days.

**Complete one original application according to the instructions below.** If you would like a “filed date-stamped” copy returned to you, then submit two original applications. Incomplete applications will be returned.

**Mail or deliver to the Secretary of State the following as a packet:**

- ~ **Certificate of Existence/Good Standing**, dated during the current tax year, from the original State of Incorporation,
- ~ Original application(s) for **Certificate of Authority**, signed by an officer of the corporation,
- ~ A letter of resolution of your board of directors adopting a forced DBA Name if your home state name isn't available in West Virginia.
- ~ Insurance companies include a copy of the Certificate of Authority issued by the WV Insurance Commissioner for your current tax year or a copy of the written approval of the charter from the Offices of the West Virginia Insurance Commissioner,
- ~ Scrap Metal Dealers must also include a completed **Scrap Metal Dealer Registration Form (Form SMD-1)** [per revised West Virginia Business Code [§61-3-49-\(b\)\(4\)](#)] and submit with the application.

**Completing the Application**

**Section 1.** a. The name entered here must match the name on your home state's good standing certificate.

b. Even if your corporation is not perpetual in your home state, remember that your responsibilities for tax reporting in West Virginia will not end until you file a certificate of withdrawal.

- CHECK THE BOX to indicate you have obtained and submitted with this application a CERTIFICATE OF EXISTENCE (GOOD STANDING), dated during the current tax year, from your home state of original organization as required to process your application. The certificate may be obtained by contacting the Secretary of State's Office in the home state of original organization.**

**Section 2.** a. The **principal office address**, whether it is in West Virginia or out-of-state.

b. Enter the **principal mailing address**, if different from principal office address.

**Section 3.** a. **PLEASE READ CAREFULLY!** More applications are rejected due to invalid name selection than any other reason.

**Is your name available?** The name of a corporation shall not be the same as, and shall be distinguishable from any other name which has been reserved or filed. The “distinguishable” standard is defined as meaning (a) at least a one word difference when the words are common terms and the company is or might appear to be in a similar business; or (b) at least a word order difference between names when the different word is a proper name or an unusual term, or when the company is clearly in a different type of business from the existing company.

~ **IF your home state name is available, but does not include BOTH of the following in the name:**

a) the words "**cooperative**," "**co-operative**" or "**co-op**" in the name,

**AND**

b) **a corporation suffix**, such as, **corporation” (corp.)**, **“company” (co.)**, **“incorporated” (inc.)**, **“limited” (Ltd.)**, or **an abbreviation of one of these terms**,

**THEN** enter your corporate name on the second line and add these words to the existing name.

**Example:** Home state name - THE AGRICULTURAL GROUP

**DBA Name in WV - THE AGRICULTURAL GROUP COOPERATIVE INC.**

- ~ **If your home state name is not available**, attach a letter of resolution drafted on company letterhead adopted by the board of directors and signed by an officer of the incorporation authorizing use of a "forced Doing Business As (DBA) Name" in West Virginia.

**Does your name misrepresent the purpose of your corporation?** The name of a corporation may not contain any word or phrase which indicates or implies it is organized for any purpose other than one or more of the purposes in its articles of incorporation.

- Banking and Insurance:** Words implying the business of banking or insurance may only be used if the corporation is authorized under the laws of this state to engage in those businesses.
- Engineering:** Words such as “engineer” or “engineering” may be used only if the purpose of the corporation is to practice professional engineering and one or more of the officers are registered in West Virginia as a professional engineer. **You must enclose with the Secretary of State's Application for Certificate of Authority of Cooperative Association (Form CAF-1), a copy of your latest Certificate of Authorization (COA) issued by the following state licensing board upon your most recent COA application or renewal. Without this proof of authorization, your application will be rejected and returned to you.:**

**West Virginia State Board of Registration for Professional Engineers** 300 Capitol Street  
Charleston, WV 25301  
304-558-3554  
[www.wvpebd.org](http://www.wvpebd.org)

- Professional Corporation:** If the home state name includes the abbreviation “P.C.” in the corporate name (indicating a “Professional Corporation”) **the words “Professional Corporation” must be spelled out in full to be eligible to file in State of West Virginia.**
  - b. Enter the **designated (physical) office address in West Virginia**, if any.
  - c. Enter the **name of the West Virginia county** in which the designated (physical) office is located.
  - d. Enter the **mailing address of the registered office in West Virginia**, if any.

**Section 4.** Provide the name and address of a person or business to whom a summons or complaint may be mailed, if any. The agent need not have a West Virginia address. You may change your agent by filing with the Secretary of State an application to appoint or change address, agent or officer [**Form AAO**] (fee \$15).

**Section 5.** List an **e-mail address** (*yourname@domainname.com*) where you can receive important e-mail notifications (e.g., **Annual Report** notices)

**Section 6.** List the **website address** (*domainname.com*) **of the business**, if any. DO NOT list a physical mailing address.

**Section 7.** Indicate whether or not you **own or operate more than one business in West Virginia**. If “Yes”...

- a. List the **total number of businesses in West Virginia** in the space provided.
- b. List the **total number of counties in West Virginia** in which the businesses conduct operations.

**Section 8.** a. It is important to describe the **purpose(s)** [i.e., principal activity(ies) to be conducted by the business] of the corporation clearly to insure you receive all the necessary information about registering with the required state agencies. Per [§19-4-3](#) of the WV Code, the association may be organized to "engage in one or more qualified activities in connection with the marketing or selling of agricultural products or the goods and services of its members or those purchased from other persons; or in connection with the manufacturing, selling or supplying to its members of machinery, equipment or supplies; or in securing and disseminating market information; or in the financing directly, through agricultural credit associations, and/or otherwise, the above-enumerated activities; or in any one or more of the activities specified herein." "Agricultural products" are defined as "horticultural, viticultural, forestry, dairy, livestock, poultry, bee and any farm products, in their natural form or process." "Goods and services" means food and beverages, arts and crafts, woodworking and furniture-making, and recycling, composting and repurposing materials. Attach additional pages if necessary. Attach an additional pages if necessary.

b. If "No," proceed to Section 9. If "Yes," and the **FOR PROFIT** incorporation elects to be organized for purposes as a "**Benefit Corporation,**" per West Virginia Code [§31F-3-301](#) (**NON-PROFIT corporations CANNOT elect this status**), the purpose listed in Section 8a. above must clearly state as one of its purposes the purpose of creating a "**general public benefit.**" You must indicate as one of its purposes stated in Section 8a. above the purpose of creating a "general public benefit" as set forth in [§31F-3-301\(a\)](#) of the West Virginia Code. A "general public benefit" means "a material positive impact on society and the environment taken as a whole, as measured by a third-party standard, from the business and operations of a benefit corporation," [see West Virginia Code [§31F-1-102\(c\)](#)]. This purpose is in addition to its principal business purpose stated under [§31D-3-302](#) of the West Virginia Code. It may also identify one or more "**specific public benefits**" that it is the purpose of the corporation to create. Per West Virginia Code [§31F-1-102\(e\)](#) "specific public benefit" means "a benefit that serves one or more public welfare, religious, charitable, scientific, literary or educational purposes, or other purposes or benefit beyond the strict interest of the shareholders of the benefit corporation, including:

- (1) Providing low-income or under served individuals or communities with beneficial products or services;
- (2) Promoting economic opportunity for individuals or communities beyond the creation of jobs in the normal course of business;
- (3) Preserving or improving the environment;
- (4) Improving human health;
- (5) Promoting the arts, sciences or advancement of knowledge;
- (6) Increasing the flow of capital to entities with a public benefit purpose; and
- (7) Conferring any other particular benefit on society or the environment."

**Section 9.** If the business activities include "**Scrap Metal Dealer,**" check "**Yes**" and complete the **Scrap Metal Dealer Registration Form (Form SMD-1)** [per revised WV Business Code [§61-3-49-\(b\)\(4\)](#)] and **submit with your application. Proceed to Section 10. If "No," proceed to Section 10.**

**Section 10.** a. Check whether the corporation is formed **for profit** or **non-profit** purposes.

b. List the **officer titles** (i.e., President, Vice-President, Secretary, Treasurer, Director, etc.), **officer names and addresses** (street number with street name, city, state and zip code) for each of the officers/directors of the corporation. The address information may be either the officer/director's personal address or the corporate business address. Attach additional pages, if necessary.

**Section 11.** Check the appropriate box indicating whether or not the organization is "**veteran-owned.**" Effective JULY 1, 2015, the following criteria must be met in order to qualify as a "veteran-owned" entity: (1) veteran must be "honorably discharged or under honorable conditions;" and (2) if a publicly-owned entity, at least fifty-one per cent (51%) of the stock must be unconditionally owned by one or more veterans [see WV Code [59-1-2a\(12\)-\(13\)\(A\)\(B\)](#)]. **If "Yes," you must include with this application a copy of your Veteran Affairs Form DD214.**

**Section 12.** Enter the number of acres the company desires to hold in West Virginia. If your company holds more than 10,000 acres of land, you must submit a fee of 5¢ for each acre over 10,000.

**Section 13.** a. Listing the name of a contact person is optional; however, listing one may speed up the filing process and avoid a possible rejection of the filing if there appears to be a problem with the filing.

b. Print the name of the person signing and list the title/capacity

c. An **individual (Officer/Director) with signature authority must sign and date the form.**

**ANNUAL REPORT NOTICE:**

WV Code [59-1-2a](#) requires every corporation (both *for profit* and *non-profit*) to file an **annual report and pay the annual report filing fee between 12:00 AM January 1st and 11:59 PM June 30th** of each year following the calendar year in which the business was registered with the Office of the Secretary of State. **The \$25 annual report fee is waived for Veteran-owned entities for the following four (4) years after initial formation [see WV Code [59-1-2a\(m\)](#)]. Failure to file may result in revocation of the organization's legal authority to transact business in the state.** Notification of the filing requirement will be sent, but the company is responsible for filing the annual report as required by WV Code. You may file the annual report online at <https://onestop.wv.gov> either by logging in, creating a log in, or filing as a 'guest'.

WV Code [§31F-5-501](#) requires every "benefit corporation," as described in Section 8b. above, to prepare an **annual benefit report (separate and unrelated to the Secretary of State Annual Report referenced above) made available annually to each shareholder of the benefit corporation.** See WV Code [§31F-5-501](#) for further information regarding the "Annual Benefit Report."

**FILING THE ARTICLES - ONE ORIGINAL REQUIRED - AND PAYING THE FEE**

**Send an additional original if you want a filed date-stamped copy returned to you at no additional cost.**

The filing fee will consist of paying a registration fee and excess acreage fee, if applicable.

If requesting a certified copy, an additional fee of \$15 per certified copy requested is required.

Registration fee\* \_\_\_\_\_

Excess Acreage fee: + \_\_\_\_\_

\$15 per certified copy: + \_\_\_\_\_

Total fee: = \_\_\_\_\_

For Profit Corporation - \$100 / Non-Profit Corporation - \$25

**\*Veteran-owned entity registration FEE WAIVED - \$0**

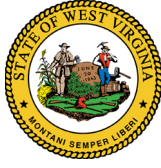
[Registration fee is waived for "veteran-owned" entity effective July 1, 2015 per WV Code [59-1-2\(j\)](#); **Be sure to attach the veteran proof of status Veteran Affairs Form DD214 when claiming "veteran-owned" status.**]

\*\*\*\* *Make your checks payable to West Virginia Secretary of State.* \*\*\*\*

**TEXT ALERTS:** Stay up-to-date regarding filing deadlines and changes to business, charity, notary, private investigation, and security guard laws. To sign up, visit the Secretary of State online at [www.wvsos.gov](http://www.wvsos.gov) and select [Text Alerts](#). Next, under the heading, “Choose SMS Subscription,” click the down arrow and select “Business and Licensing.” Then enter your ten-digit mobile phone number and your cellular carrier. Click *Subscribe*. This will allow you to get important information delivered right to your mobile phone. Please note, standard text messaging rates apply and you may unsubscribe at any time.

**CHARITABLE REGISTRATION:** If your company receives contributions, donations or grants, registration as a charitable organization may be required. Contact our office for more information or visit our website at [www.wvsos.gov](http://www.wvsos.gov).

**DISSOLUTION:** A corporation is a legal entity which can only be dissolved through formal action by filing the necessary documents for dissolution - not by submitting a letter or making a phone call to the Secretary of State. To dissolve the business, a domestic corporation must file the **Articles of Dissolution** (Form **CD-6**) and pay the dissolution fee. You remain liable for all taxes, assessments, fines, penalties and interest until you receive a certificate of dissolution from the Secretary of State. Contact our office for more information.



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: \_\_\_\_\_

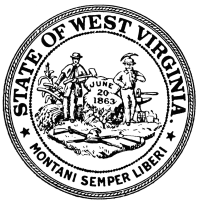
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**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



Secretary of State  
Capitol Building Charleston,  
WV 25305 Phone: (304)  
558-6000 Website:  
sos.wv.gov

## Next Business Day, 2-Hour, and 1-Hour Expedite Service Guidelines

---

### NEXT BUSINESS DAY 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 acknowledgment (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.**