

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: \$25 \$250 \$500
- 5-10 business days 24 Hour Expedite Two Hour Expedite 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	Eastern Panhandle Business Hub 229 East Martin Street Martinsburg, WV 25401
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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*

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

- 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

*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

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