

North Carolina Department of the Secretary of State  
**CORPORATIONS DIVISION**  
P.O. Box 29622  
Raleigh, NC 27626-0622  
(919) 807-2225 or Toll Free 1-888-246-7636  
www.sosnc.com

Personal Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**E-Notification:** Please provide the e-mail address you would like the certified copy of the filing to be sent to – please print clearly.

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Check One:**

- Same Day Guaranteed Filing (*additional* \$200; document received by **12:00 NOON** in proper form)\*
- 24-hour Guaranteed Filing (*additional* \$100; document received in proper form)\*
- Regular Process

**Check One:**

- Pick up  E-Notification
- Mail to above

\*Filing time guaranteed only; documentation may not necessarily be completed.

**FILINGS ONLY:**

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

Type of Document: \_\_\_\_\_

**ORDERS ONLY:**

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

**Certificates: (Please check box.)**

**Quantity:**

- Existence
- Other (specify)

\_\_\_\_\_  
\_\_\_\_\_

**Copies: (Please check box.)**

**Certified (quantity)**

**Plain (quantity)**

- All documents on file
- Annual Reports
- Other (specify)

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Special Notes: