

**RECORDS REQUEST FORM****USE ONE RECORDS REQUEST FORM FOR EACH ENTITY.**

1. **ENTITY NAME** – give the exact name of the entity you want information on:

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2. **EXPEDITED PROCESSING?**  Yes (additional \$35.00 fee)  No

3. **FEES AND PAYMENT METHOD:**

**Pre-payment is required.** Because the number of pages in older, microfilmed documents is not readily determinable, we will accept checks written for "not to exceed" a certain amount, for example, "not to exceed ten dollars and no cents." Submit payment with this Records Request Form. **Expedited processing is available by adding \$35.00 to the fee for any request or service.**

John Smith 1234 Main Street Your City, State, Zip Code	9-5678/1234 0301 Date <u>6/30/2016</u>
Pay to the Order of <u>Arizona Corporation Commission</u>	\$ <input type="text"/>
Dollars	
** NOT TO EXCEED \$25.00 **	
MEMO <u>Records for Smith Co Inc.</u>	<u>John Smith</u>

FEES (A.R.S. §§ 10-122, 10-3122, and 29-851)	
Archival Records Search - Stock search (not for copies of documents)	\$5.00
Certified copy – corporations (per document)	\$5.00 + 50 cents per page
Certified copy – LLCs (per document)	\$15.00 + 50 cents per page
Certificate (any type that is not for copies)	\$10.00
Uncertified or plain copy – corporations (per document)	50 cents per page
Uncertified or plain copy – LLCs (per document)	\$5.00 + 50 cents per page
*Expedited processing is available by adding \$35.00 to the fee for any request or service.	

4. **PAYMENT:**

MOD Account #:

**Cash** - do not mail cash. Cash may be used only for in-person submittals.

**Checks or money orders** - must be made payable to "Arizona Corporation Commission," with all words spelled out and no abbreviations. Checks must be completely and properly filled out, including the amount sections. UNACCEPTABLE CHECKS include: no imprinted or preprinted name and address of the account holder; no imprinted or preprinted check number; handwritten or stamped names, addresses, or check numbers; temporary checks (new accounts).

**Credit cards** - may be used for in-person submittals, and for online corporation annual reports, online name reservations, or online certificates of good standing. We accept only Visa, MasterCard, and American Express.

**5. RETURN DELIVERY OPTIONS** – check only one box to indicate how and to whom the item is to be returned and complete the requested information:

<input type="checkbox"/> Pick up	Name:			Phone:	
<input type="checkbox"/> Mail	Name				
	Address 1				
	Address 2 (optional)				
	City		State	Zip	Phone:
	Country				
<input type="checkbox"/> Fax	Fax:			Phone:	
	Fax to Name:				

Please note that a "document" means all pages in A.C.C. records that are entered under one document identification number. This means, for example, if you requested a copy of a merger, you will get the Articles of Merger plus any and all other documents submitted with the Articles, because the entire package is in A.C.C. records under one document id number and is considered to be one document.

**6. RECORDS OR SERVICE REQUESTED** – check all boxes that apply to indicate what information you want on the entity:

**Certificate of Good Standing**

**Certified copy of one or more documents** - list the documents below (*example* - Articles of Incorporation, all Amendments, Annual Report for year 2009) and put the quantity if you want more than one copy of each:

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**Uncertified (plain) copy of documents** - list the documents below (*example* - Articles of Incorporation, Annual Report for year 2008) and put the quantity if you want more than one copy of each:

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**Archival records search - Stock search** (this is a search for very old entities that generally do not appear in A.C.C. computerized records - do not check this if you just want a copy of a document - see above for copies.)

**A Certificate (not for copies)** - describe what you want the certificate to say, for example, that a particular entity does not exist in A.C.C. records, or that certain entities merged.

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