



FRANCISCO V. AGUILAR
Secretary of State
401 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov

Copies Order Form

ORDER CANNOT BE CHANGED OR CANCELED ONCE SUBMITTED.

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Order Processing Requested: **(Expedite Processing Requires Additional Fees Per Entity and Certificate Type)**

☐ Regular Processing

☐ **24-HOUR Expedite**
(\$125.00 additional fee)

☐ **2-HOUR Expedite**
(\$500.00 additional fee)

☐ **1-HOUR Expedite**
(\$1000.00 additional fee)

Entity Details:

Entity or NVID Number: _____

Entity Name: _____

Contact/Return to Information:

Contact Name: _____

Phone number: _____

Address: _____

Return Delivery: (email or fax options do not receive a copy via mail; must be ordered separately)

☐ Hold for Pick Up

☐ Mail to Address Above

☐ FedEx: Acct # _____

☐ Email to: _____

☐ Fax to: _____

☐ **Filed Documents:**

Type of Copies Ordered: ☐ Plain (\$2 per page) ☐ Certify as a packet (\$30 + \$2 per page) ☐ Certify each filing (\$30 per + \$2 per page)

☐ Entire File (Includes all Public Records filed for Entity) ☐ Articles ☐ All Amendments ☐ All Articles and Amendments

☐ Last List Filed ☐ All Lists on file ☐ Specific List: Document # _____

☐ Entity Search (\$50)

Please provide special instructions like number of sets requested, additional document numbers below or attach a separate page:

Certificates: (\$50 per Certificate/Charter)

☐ Good Standing - Short Form ☐ Good Standing - Long Form ☐ Certificate of Status

☐ Entity Charter ☐ Other Certificate: _____

☐ Business License - Permission Letter Required. (\$2 per copy)

☐ Ceremonial Certificate/Charter (Colored Certificate with Raised Seal \$100) _____

☐ **Apostille/Certification:** (\$20 per Apostille/Certification) Documents requiring an Apostille/Certification must be certified

- Country Document will be used in: _____
- Include your full first and last name and your original signature.
- LEGAL Name of Applicant: _____
- Type of document presented for certification: _____

I declare under penalty of perjury, that the document for which the authentication or certification is requested will not be used to:

(1) Harass a person; or (2) Accomplish any fraudulent, criminal or other unlawful purpose. NRS 240.1657 Misuse may expose signer to prosecution for a category C felony. NRS 193.130

- X _____
Apostille/Certification Applicant Signature



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Customer Order Instructions for Copies and Certificates

ORDERS CANNOT BE CHANGED OR CANCELED ONCE SUBMITTED.

IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM.

1. Please check which method of processing you require. Additional fees are required for expedited processing.
2. Fill in all the contact information. This is required in case we have to contact you for more information or clarification.
3. State which method of return delivery you would like us to use and provide the account number and shipping type (priority overnight, standard, etc.) if you are using a delivery service such as Federal Express. **WE WILL DELIVER DOCUMENTS BY ONE METHOD ONLY.** If you use UPS you must provide your own *prepaid* UPS label.
4. Provide the name of the individual who will be receiving the documents.
5. Fill in the name and number of the entity for which you are requesting documents. Only one entity name or entity number can be requested per order form. The Business Entity Search on our website nvsos.gov can help you fill out parts of the copies order form (entity number, document numbers and the number of pages a filing contains).
6. When ordering **COPIES**, please state the sets of copies needed and the document number(s). Check the appropriate box for certification (plain or certified). If you choose to certify, specify if you require them certified separately or as a packet. If you check **Entire File** no other boxes in that section can be checked.
7. When ordering **CERTIFICATES**, please state the type of certificate you would like. If you want a ceremonial certificate, please check the ceremonial box and indicate the type of certificate ordered. Apostille orders *must state the country where the apostille is to be used*.
8. If you would like a copy of a Business License, supply the NV Business ID # and attach your permission letter authorizing us to release the license. When ordering a copy of a business license, written approval signed by an entity's current officer, general partner, managing member, or Nevada Resident Agent on company letterhead is required before a copy of the business license can be released.
9. Method of Payment: please check the appropriate box of the method you will be using. If using a credit/debit card, please submit the ePayment Checklist found at nvsos.gov.
[ePayment Checklist \(For Counter, and Mail Requests Only\)](#)

Orders may be submitted Online at www.nvsilverflume.gov, or by mail at the following addresses:

MAIN OFFICE:
Regular and Expedited Orders

Secretary of State
Copies Division
401 North Carson Street
Carson City NV 89701-4201
Phone 775-684-5708
Fax 775-684-5725

SATELLITE OFFICE:
Expedited Orders Only

Secretary of State - Las Vegas
North Las Vegas City Hall
2250 North Las Vegas Blvd, 4th Floor
North Las Vegas, NV 89030
Phone: 702-486-2880
Fax: 702-486-2465



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Commercial Recordings Copies and Certification Services Fee Schedule

The following is a list of copies and certification services and the associated fees for Commercial Recording and apostille/certification services. Fees are per document unless otherwise noted.

SERVICE REQUESTED:

Copies	\$2.00 per page
Certification of Document	\$30.00
Search	\$50.00
Certificate of Existence (evidence of good standing – short form)	\$50.00
Certificate of Existence (listing amendments – long form)	\$50.00
Ceremonial Certificate of Good Standing	\$100.00
Certificate Evidencing Name Change	\$50.00
Certificate of Fact of Merger	\$50.00
Certificate of Default	\$50.00
Certificate of Revocation	\$50.00
Certificate of Dissolution	\$50.00
Certificate of Withdrawal	\$50.00
Certificate of Cancellation	\$50.00
Certificate of Non-Existence	\$50.00
Miscellaneous Certificates	\$50.00
Apostille (Hague Treaty Nations)/Certification (Non-Hague Treaty Nations)	\$20.00
Corporate Charter	\$50.00
Ceremonial Charter	\$100.00

EXPEDITE SERVICE:

Expedite service is available for copies, certificate and certification services. Fees for expedite service are in addition to the fees as listed above.

24 Hour Expedite Service: Order may be picked up or mailed out within 24-hours.

Apostille	\$75.00
Copies: Per entity name	\$125.00
Certificates: Per entity name and certificate type	\$125.00
Search: Expedite fee on search only; additional expedite fee required for copies	\$125.00

2-Hour Expedite Service: Order may be picked up or mailed within 2-hours.

1 or more certificates (per entity name and certificate type)	\$500.00
1 or more copies (per entity name)	\$500.00

1-Hour Expedite Service: Order may be picked up or mailed within 1-hour.

1 or more certificates (per entity name and certificate type)	\$1000.00
1 or more copies (per entity name)	\$1000.00

BASIC INSTRUCTIONS:

1. All orders may be submitted via mail to the above address with all fees enclosed. Payment by VISA, Mastercard, Discover or American Express are accepted.
2. Orders can be emailed back on most occasions. All orders not specified as a pick-up are mailed out via first-class mail, unless a Federal Express number is provided, or other major courier pickup arrangement is made.
3. Fax back service is only available for certificates or copies of 50 pages or less. This service must be requested at time of order with complete fax information provided.
4. Each order will be returned to one address only.
5. Our office can no longer accept credit card payment via Fax or Email.



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ePayment Checklist

All major credit cards are accepted. For security purposes, please do NOT email this authorization form. Email is NOT a secure form of transmittal to protect your card information.

Processing Requested:

- ☐ Regular ☐ 24-HOUR Expedite ☐ 4-HOUR Expedite (Apostille only)
☐ 2-HOUR Expedite ☐ 1-HOUR Expedite ☐ Same Day (Domestic Partnership only)

Order Information (required)

Entity Name/Order Reference: _____

Cardholder Name (as shown on credit card): _____

Billing Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____

Last 4 Digits of Credit Card: _____ Card Type: ☐ VISA ☐ MasterCard ☐ Amex ☐ Discover

Authorized to Charge: _____

By signing this form, I understand that there will be a non-refundable credit card payment processing fee of 2.5% added to the total amount of the transaction. I understand if I do not wish to pay the credit card processing fee, I can either mail a check, or pay in person by cash, check, or money order. I certify that I am the cardholder and responsible for this payment in accordance with the issuing bank cardholder agreement. I further understand that I am responsible for any penalty fees that may be incurred if the credit card company denies my credit card payment.

Authorized Signature

X _____ Date: _____

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: _____
2. Expiration Date: _____
3. Security Code*: _____
*3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
4-digit number found on the front right side of American Express card.

All 3 fields **MUST**
be completed!

This section will be
destroyed after the
payment is processed.