

DO NOT WRITE ABOVE THIS LINE; RESERVED FOR ACC USE ONLY.

## ORDER FORM

**1. PERSON SUBMITTING ORDER** – complete the following:

Name:	Phone:
	Fax:

**2. 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 Country	State      Zip      Phone:
<input type="checkbox"/> Fax	Fax:	Phone:
	Fax to Name:	

**3. ITEMS SUBMITTED** – list each document or service item submitted, one per line. Give the quantity for each item. Check the box if the item is expedited and/or a resubmission. List the associated fee for each item. If more space is needed, complete another Order Form.

Item Description	Qty.	Expedited	Resubmsn.	Fee
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
<i>See the Fee Schedule for Corporations or LLCs for fee information.</i>			<b>Total Fees:</b>	

**4. PAYMENT**

<input type="checkbox"/> MOD Account	MOD Account Holder Name:
MOD Account number:	MOD User Name:
<b>ALL OTHER FORMS OF PAYMENT</b> – complete this Order Form. Print the Order Form and each and every document or service request to be submitted. Checks should be made payable to Arizona Corporation Commission – do not abbreviate. Checks without an imprinted name or address will not be accepted. Submit all documents together with the Order Form and payment by mail or in person to:	
Arizona Corporation Commission – Corporate Filings Section 1300 West Washington Street, 1st floor Phoenix, Arizona 85007	

Once submitted to the A.C.C., this document becomes a public record, however, credit card or account numbers will not be disclosed to the public. If you have questions, please contact the Customer Service Call Center at 602-542-3026 or (within Arizona only) 800-345-5819.

**RECORDS REQUEST FORM**

THIS FORM MUST BE SUBMITTED WITH AN ORDER FORM.

USE ONE RECORDS REQUEST FORM FOR EACH ENTITY.

*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 request 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.

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

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**2. RECORDS OR SERVICE REQUESTED** – check all boxes that apply to indicate what information you want on the entity you listed in number 1:

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

**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):

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**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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**Certificate of Good Standing.**

**3. PAYMENT** – the fees are listed below. 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 the Order Form and this Records/Service Request Form. **Expedited processing is available by adding \$35.00 to the fee for any request or service.**

<b>FEES</b> (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.	