

CO**KANSAS SECRETARY OF STATE
Copy Order
Request Form**

FAX OR MAIL ONLY

DO NOT EMAIL FORM

Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594(785) 296-2239
Fax: (785) 296-4570
www.sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

1. Contact name:**2. Contact daytime
phone number:****2. Business entity name
and Kansas ID number:**

Not FEIN

Entity Name	ID Number
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4. Document type:

Plain copies = \$1 per page.

Certified copies = \$15 for
certification + \$1 per page.Credit card = \$5 minimum for
all credit card orders.)

\$1 per page to fax pages back.

Document cannot be emailed.

<input type="checkbox"/> Plain Copy Articles & Amendments	<input type="checkbox"/> Certified Copy Articles & Amendments
<input type="checkbox"/> Plain Copy Amendment	<input type="checkbox"/> Certified Copy Amendment
<input type="checkbox"/> Plain Copy Annual Report	<input type="checkbox"/> Certified Copy Annual Report
<input type="checkbox"/> Letter of Status/Registration (\$15)	<input type="checkbox"/> Certificate of No Business Entity on File (\$20)
<input type="checkbox"/> No Business Entity on File Letter (FREE)	<input type="checkbox"/> Certificate of Fact of Forfeiture (\$20)
<input type="checkbox"/> Certificate of Good Standing (\$15)	<input type="checkbox"/> Certificate of Fact (\$20)
Fact to be Stated (Clerk may call to clarify)	

 I need multiple copies of this order: I need these copies apostilled/authenticated for:**Payment Method (choose one)****5. Prepaid account
number or credit
card number**

Prepaid Account Number	Name of Company
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Credit Card Number	Expiration Date (MM/YY)	Billing Zip Code
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Delivery Method (choose one, email not available)

6. Name and mailing address:

Attention Name		
Company/Firm Name		
Address		
City	State	Zip Code

- FedEx UPS

Your FedEx account number:

Your UPS account number:

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Fax number:

\$1 per page to fax pages back

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Paper copies will also be mailed if mailing address is provided.

- Pick Up Call When Ready

Daytime Phone Number
