

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) 296-4564
Fax: (785) 296-4570
sos.ks.gov

THIS SPACE FOR OFFICE USE ONLY.

**1. Contact name and
daytime phone number:**

Name

Phone

**2. Business entity name
and Kansas ID number:**
Not FEIN

Entity Name

ID Number (Not FEIN)

3. 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.

*Includes original articles and
all subsequent amendments
filed to the date of copy request.
If articles have been restated,
includes latest restated articles
and subsequent amendments
from date of restated articles
unless otherwise indicated. Plain Copy Articles & Amendments* Certified Copy Articles & Amendments* Plain Copy Amendment Certified Copy Amendment

Date Filed

Date Filed

Type of Amendment

Type of Amendment

 Plain Copy Annual Report Certified Copy Annual Report

Fiscal Month/Year

Fiscal Month/Year

 No Business Entity on File Letter (FREE) Certificate of Fact of Forfeiture (\$20) Certificate of No Business Entity on File (\$20) Certificate of Fact (\$20)

Date of Fact

 Certificate of Good Standing (\$15)

Fact to be stated (clerk may call to clarify)

 I need multiple copies of this
order:

Number of copies

 I need these copies apostilled/authenticated for:
(include an additional \$7.50 for each document)

Country

4. Payment Method:**Credit card:**(\$5 minimum for all credit
card orders)

Credit Card Number

Expiration
Date (MM/YY)

Billing Zip Code

5. Please indicate preferred delivery method:

Regular mail

FedEx

FedEx Account Number

UPS

UPS Account Number

Delivery address:

Attention Name		
Company/Firm Name		
Address		
City	State	Zip Code

Fax:

\$1 per page to fax pages back

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

Fax Number	Fax Attention Name
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Will pick up in the Secretary of State's Office