



RECORDS REQUEST FORM

Business Entities

Overnight address by commercial carrier:

See website: www.sos.wa.gov/corporations-charities

Mailing Address (ALL USPS):

PO Box 40234 Olympia, WA 98504-0234

Tel: 360.725.0377 **Email:** recordsdesk@sos.wa.gov

- ☐ \$20 per certified copy or certificate
- ☐ \$15 per Apostille
- ☐ To expedite filing, add \$100 per UBI No.

All documents are sent as pdf attachments by email, except for Certified copies or any documents requiring Apostilles

BUSINESS INFORMATION:

Business Name: _____ UBI No.: _____

Business Name: _____ UBI No.: _____

Business Name: _____ UBI No.: _____

RECORDS/CERTIFICATE: Select an option(s) below and complete the information needed

- ☐ **Certificate of Existence (short form):** *Also known as a Certificate of Good Standing / Status Certificate*
- ☐ **Certificate of Existence (long form):** *A certificate of the entity's entire filing history showing the expiration date*

1. _____ ☐ Apostille

2. _____ ☐ Apostille

3. _____ ☐ Apostille

- ☐ **CERTIFIED COPIES:** *A photocopy of the record with a certification stamp on the back of the last page*

1. _____ ☐ Apostille

2. _____ ☐ Apostille

- ☐ **APOSTILLE:** *If apostille is selected above this section is required to be completed. Disclaimer the Apostille certificate is not valid for use within the Unites States of America, its territories or possessions*

Name of Country requesting document: _____

- ☐ **CERTIFICATE OF FACT:** *certificate showing a filed record, such as a business entity name change or a merger. Provide a description of the information requested to be listed.*

1. _____

2. _____

TRANSACTION REQUESTED BY: *Required*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

COMPLETE ORDER TOTAL: \$ _____ *Include all records, apostille, and expedite fees per UBI No.*