



RECORDS REQUEST FORM

Business Entities

Overnight address by commercial carrier:

801 Capitol Way S Olympia, WA 98501-1226

Mailing Address (ALL USPS):

PO Box 40234 Olympia, WA 98504-0234

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

Website: www.sos.wa.gov/corporations

- \$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.*