



Secretary of State

OFFICE OF SECRETARY OF STATE
CORPORATIONS DIVISION
2 Martin Luther King Jr. Dr. SE
Suite 313 West Tower
Atlanta, Georgia 30334
(404) 656-2817

**BUSINESS ENTITY & REGISTRATION RECORDS
ORDER FORM**

1. Requestor's Information:

Date: _____

Name: _____ Email: _____

Firm Name (if any): _____ Telephone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

2. Business Entity/Registration Details:

Entity/Registration Name: _____

Secretary of State Control/Registration Number: _____

Entity/Registration Type (check one only):

- ☐ Corporation ☐ Limited Liability Company (LLC) ☐ Limited Partnership (LP/LLLP)
☐ Limited Liability Partnership (LLP) ☐ Trademark/Service Mark ☐ Service of Process
☐ Development Authority ☐ Other: _____

3. Order Details: Check one request type per order form.

Request Type	Fee Details	
a. ☐ Plain (uncertified) copies	# of plain copies ____ x \$0.10 per page for documents more than 9 pages	\$ _____
b. ☐ Certified copies	\$10 per certificate + \$10 service charge* + 10 cents per page exceeding 25 pages	\$ _____
c. ☐ Certificate of Existence	\$10 per certificate + \$10 service charge*	\$ _____
d. ☐ Certificate of Search	\$10 per certificate	\$ _____
e. ☐ Certificate of Noncompliance	\$10 per certificate	\$ _____
f. ☐ Certificate of Registered Agent/Office	\$10 per certificate	\$ _____
g. ☐ Certificate of Entity History (Long Form)	\$50 per certificate	\$ _____
h. ☐ Certificate of Fact (reciting a specific fact)	\$50 per certificate	\$ _____

Specific fact: _____

Please indicate type of return method requested: ☐ Mail ☐ Email** ☐ Pickup**

4. Raised Seal Blue Ink: To request a certificate with a raised seal and blue ink signature ("RSBI"), check the "Yes" box below. The fee for a RSBI certificate is \$25. RSBI is not available on orders for plain (uncertified) copies. See instructions for additional limitations. Leave this section blank if you are not ordering a RSBI certificate.

☐ Yes, I would like a raised seal blue ink seal certificate. Add \$25.00 \$ _____

5. Expedited Service: To request expedited processing of your order, check one level of expedited service below. Expedited service is not available on trademark, service of process, or other special service filing records.

☐ (1) Same Day Expedited Service Add \$275.00 \$ _____

☐ (2) Two Business Days Expedited Service Add \$60.00 \$ _____

6. Total Amount Due:

Total \$ _____

* \$10 service charge applies only to corporation, LLC, LP/LLLP, and LLP records. This charge does not apply to Raised Seal Blue Ink orders.

** Raised seal blue ink certificates cannot be emailed. Pickup service is not available unless expedited service is ordered.

Instructions for Form CD 700

Business Entity & Registration Records Order Form

Section 1	Requestor's Information	Enter the requestor's name, mailing address, email address, and telephone number. Enter the date of the request. Orders to be returned by mail or email will be sent to the address or email address entered in Section 1.
Section 2	Business Entity/Registration Details	Enter the business entity or registration name, number, and type. "Other" types include banks, insurance companies, credit unions, consent to service, and cable/video franchise. Enter only one business entity or registration per order form.
Section 3	Order Details	Indicate the request type, calculate the fees, and indicate the method by which the requested documents are to be returned to the requestor (e.g. mail, email, pickup). Note: Raised seal blue ink certificates cannot be emailed; pickup service is available only for expedited orders. Enter only one request type per order form.
Section 4	Raised Seal Blue Ink	For business entity records orders you may request a certificate with a raised seal and blue ink signature ("RSBI"). There is an additional fee of \$25 for a RSBI certificate. If ordering a RSBI certificate, then check the "Yes" box and add \$25 to your fee payment. If not ordering a RSBI certificate, then do not check the "Yes" box and leave this section blank. Note: RSBI is not available on orders for plain (uncertified copies). RSBI certificates may be ordered in connection with business entity records (e.g. corporation, LLC, limited partnership, etc.) but is not available on other non-entity registration records (e.g. trademark, service of process, development authority registrations, etc.). The \$10 service charge on certified copies and certificate of existence orders does not apply if requesting a RSBI certificate with the order.
Section 4	Expedited Service	If the order is to be expedited, choose the level of expedited service. Additional fees apply if the order is expedited. If the order is not to be expedited, leave this section blank. Expedited service is not available on orders for trademark, service of process, or other special service filing records.
Section 5	Total Amount Due	Enter the total fee amount due. Total amount due includes the request fee, plus any additional charges (i.e. raised seal blue ink; paper filing service charge; expedite fee).

Payment Type: Fees may be paid by check or money order payable to the Secretary of State. If submitting the request in person, payment may also be made by credit card. Cash is not accepted. Expedited fees must be paid by money order, certified check, cashier's check, or credit card.

Submitting Request: Please mail or deliver the completed form and payment to: **Corporations Division, 2 Martin Luther King Jr. Dr. SE, Suite 313 West Tower, Atlanta, Georgia 30334.**