

# Office of the Minnesota Secretary of State

## Business Certificate/Copy Request Form



Order your business copies and good standing certificates online at <http://mblsportal.sos.mn.gov>.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mail requests will be returned electronically whenever possible.**

Delivery Email Address: \_\_\_\_\_

### ORDER INFORMATION

Please indicate the business name and check the options below that are needed. Please provide a history printout from the entities' record details page and select the filing of which you would like to order a copy. Each company you wish to order copies for will need its own record details printout.

Company Name(s)/ File Number(s)	Copy of filing	Certified Copy of Filing	Good Standing Certificate	Total (Office use Only)
<b>History printout required. For copy orders, please check specific filing dates on the history printout.</b>	<i>\$3.00 fee per copy</i>	<i>+\$5.00 fee per order</i>	<i>\$5.00 each</i>	

**No Record Certificate \$5.00 each** (list name exactly as it should appear on the Certificate) **Quantity** \_\_\_\_\_

Payment Options:  Payment enclosed – **Make Check Payable to MN Secretary of State**  
 Secretary of State Account Number \_\_\_\_\_

#### FILE IN-PERSON OR MAIL TO:

Minnesota Secretary of State - Certification  
 First National Bank Building  
 332 Minnesota Street, Suite N201  
 Saint Paul, MN 55101

(Staffed 8:00 - 4:00, Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767