**BARBARA K. CEGAVSKE**
**Secretary of State**
**202 North Carson Street**
**Carson City, Nevada 89701-4201**
**(775) 684-5708**
**Website: www.nvsos.gov**

# Instructions for Reinstatement

A revoked entity may restore its right to carry on business in Nevada by filing for reinstatement by submitting the appropriate documents, fees and penalties.

To reinstate an entity please submit the following:

1) Customer Order Instructions.
2) Completed and signed Declaration Page if claiming a Business License Exemption.
3) Certificate of Reinstatement.
4) A completed and signed Initial/Annual List for the type of entity being reinstated.
5) A Registered Agent Acceptance signed by the agent of record for the entity or, if changing agent, a Statement of Change of Registered Agent by Entity completed, signed and accompanied by the $60.00 filing fee.
6) If required, an executed Name Consent or Application of Reinstatement form.
7) All associated filing fees and penalties.

The annual filing fee for a corporation is based on the total authorized stock as recorded with this office at the time of revocation. The annual list fee for a nonprofit corporation without stock is $50.00. See fee schedule by entity type for more information.

***Annual filing fees do not include late fees or reinstatement fees***

To determine the fees required for reinstatement please reference the fee schedule, use the *Calculate Reinstatement Fees* feature on the business entity search results page on our website www.nvsos.gov or call our Customer Service Division at (775) 684-5708.

Each service request should be specified in the Customer Order Instructions or cover letter and accompanied by the appropriate fees. Filings received without the appropriate forms and required fees and penalties may be rejected and subject to additional fees and penalties.

File Stamped Copies: To receive one file stamped copy, please mark the appropriate check box on the list. Additional copies require $2.00 per page and appropriate order instructions.

Certified Copies: To order a certified copy, enclose an additional $30.00 for each certification required and appropriate order and delivery instructions. A copy fee of $2.00 per page is required for each copy generated when ordering 2 or more certified copies.

Additional Forms: All forms are available on our website at www.nvsos.gov.

Expedite Service: Filings may be expedited for an additional charge; see fee schedule.

Filings may be submitted at the office of the Secretary of State or by mail at the following addresses:

MAIN OFFICE:
*Regular and Expedited Filings*

**Secretary of State**
**Status Division**
**202 North Carson Street**
**Carson City NV 89701-4201**
**Phone: 775-684-5708**
**Fax: 775-684-7123**

SATELLITE OFFICE:
*Expedited Filings Only*

**Secretary of State – Las Vegas**
**Commercial Recordings Division**
**555 East Washington Ave, Suite 5200**
**Las Vegas NV 89101**
**Phone: 702-486-2880**
**Fax: 702-486-2888**

*260203*

**BARBARA K. CEGAVSKE**
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# Certificate of Reinstatement

(PURSUANT TO NRS CHAPTERS 78, 78A, 80, 81, 82, 84, 86, 87, 88 AND 89)

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

**ABOVE SPACE IS FOR OFFICE USE ONLY**

## Certificate of Reinstatement
## (For Entities Governed by NRS Chapters 78, 78A, 80, 81, 82, 84, 86, 87, 88 and 89)

1. Name of Entity:

2. Entity Number:

3. Signature:

I declare under penalty of perjury that the reinstatement has been authorized by a court of competent jurisdiction or by the duly elected board of directors of the entity or if the entity has no board of directors, its equivalent of such board.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

**X**

**Signature of Officer or other Authorized Signature**

Date

*This form must be accompanied by appropriate fees.*



**Reset**

# INITIAL/ANNUAL LIST OF MANAGING PARTNERS AND STATE BUSINESS LICENSE APPLICATION OF:

ENTITY NUMBER

NAME OF LIMITED-LIABILITY PARTNERSHIP

*100603*

FOR THE FILING PERIOD OF _____ TO _____

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

## **YOU MAY FILE THIS FORM ONLINE AT www.nvsilverflume.gov**

☐ Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to registered agent.)

*IMPORTANT: Read instructions before completing and returning this form.*

1. Print or type names and addresses, either residence or business, for all managing partners. A **Managing Partner** must sign the form. *FORM WILL BE RETURNED IF UNSIGNED.*
2. If there are additional managing partners, attach a list of them to this form.
3. Return completed form with the filing fee of $150.00. A $75.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.

**ABOVE SPACE IS FOR OFFICE USE ONLY**

4. State business license fee is $200.00. Effective 2/1/2010, $100.00 must be added for failure to file form by deadline.
5. Make your check payable to the Secretary of State.
6. **Ordering Copies:** If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional $30.00 per certification. A **copy fee of $2.00 per page** is required for **each additional copy** generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
7. Return the completed form to: Secretary of State, 202 North Carson Street, Carson City, Nevada 89701-4201, (775) 684-5708.
8. Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties. Failure to include annual list and business license fees will result in rejection of filing.

**ANNUAL LIST FILING FEE:** $150.00 LATE PENALTY: $75.00 (if filing late) **BUSINESS LICENSE FEE**: $200.00 LATE PENALTY: $100.00 (if filing late)

**CHECK ONLY IF APPLICABLE AND ENTER EXEMPTION CODE IN BOX BELOW**

☐ Pursuant to NRS Chapter 76, this entity is exempt from the business license fee. Exemption code: ☐

**NOTE: If claiming an exemption, a notarized Declaration of Eligibility form must be attached. Failure to attach the Declaration of Eligibility form will result in rejection, which could result in late fees.**

NRS 76.020 Exemption Codes

001 - Governmental Entity
005 - Motion Picture Company
006 - NRS 680B.020 Insurance Co.

| NAME | TITLE(S) | | |
|---|---|---|---|
| | MANAGING PARTNER | | |
| ADDRESS | CITY | STATE | ZIP CODE |
| | | | |

| NAME | TITLE(S) | | |
|---|---|---|---|
| | MANAGING PARTNER | | |
| ADDRESS | CITY | STATE | ZIP CODE |
| | | | |

| NAME | TITLE(S) | | |
|---|---|---|---|
| | MANAGING PARTNER | | |
| ADDRESS | CITY | STATE | ZIP CODE |
| | | | |

| NAME | TITLE(S) | | |
|---|---|---|---|
| | MANAGING PARTNER | | |
| ADDRESS | CITY | STATE | ZIP CODE |
| | | | |

**None of the managing partners identified in the list of managing partners has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of a managing partner in furtherance of any unlawful conduct.**

**I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.**

**X** _____ **Title** _____ **Date** _____

**Signature of Managing Partner or Other Authorized Signature**

Nevada Secretary of State List ManPart
Revised: 7-1-15

**Reset**

*180304*

**BARBARA K. CEGAVSKE**
**Secretary of State**
**202 North Carson Street**
**Carson City, Nevada 89701-4201**
**(775) 684-5708**
**Website: www.nvsos.gov**

# Registered Agent Acceptance

(PURSUANT TO NRS 77.310)

**This form may be submitted by:** a Commercial Registered Agent, Noncommercial Registered Agent or Represented Entity. For more information please visit http://www.nvsos.gov/index.aspx?page=141

**USE BLACK INK ONLY - DO NOT HIGHLIGHT** **ABOVE SPACE IS FOR OFFICE USE ONLY**

## Certificate of Acceptance of Appointment by Registered Agent

In the matter of _____

Name of Represented Business Entity

I, _____ am a:

Name of Appointed Registered Agent *OR* Represented Entity Serving as Own Agent*

(complete only one)

a) ☐ commercial registered agent listed with the Nevada Secretary of State,

b) ☐ noncommercial registered agent with the following address for service of process:

Street Address | City | Nevada | Zip Code

Mailing Address (if different from street address) | City | Nevada | Zip Code

c) ☐ represented entity accepting own service of process at the following address:

Title of Office or Position of Person in Represented Entity

Street Address | City | Nevada | Zip Code

Mailing Address (if different from street address) | City | Nevada | Zip Code

and hereby state that on _____ I accepted the appointment as registered agent for the above named business entity.

Date

**X** _____

**Authorized Signature of R.A. or On Behalf of R.A. Company** Date

*If changing Registered Agent when reinstating, officer's signature required.

**X** _____

**Signature of Officer** Date



Reset

*181004*

**BARBARA K. CEGAVSKE**
**Secretary of State**
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**Carson City, Nevada 89701-4201**
**(775) 684-5708**
**Website: www.nvsos.gov**

# Statement of Change of Registered Agent by Represented Entity

(PURSUANT TO NRS 77.340)

**This form may be submitted by:** the Represented Entity to appoint a new Registered Agent or amend own service of process info. For more information please visit http://www.nvsos.gov/index.aspx?page=141

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

**ABOVE SPACE IS FOR OFFICE USE ONLY**

1. Name of Represented Entity:

2. Entity File Number:

3. This statement of change will have the following effect: (check only one)

- ☐ Appoints a new agent for service of process **(complete 4a or 4b)**
- ☐ Updates contact information of the Represented Entity acting as own agent **(complete 4c)**

4. Information in effect upon the filing of this statement: (complete only one section)

a) Commercial Registered Agent:

Name

b) Noncommercial Registered Agent:

Name

Street Address | City | Nevada | Zip Code

Mailing Address (if different from street address) | City | Nevada | Zip Code

c) Title of Office or Other Position within Represented Entity:

Name of Title or Position

Street Address | City | Nevada | Zip Code

Mailing Address (if different from street address) | City | Nevada | Zip Code

5. Signature of Represented Entity: **(required)**

**X**

**Authorized Signature** | Date

6. Registered Agent Acceptance: **(required)**

I hereby accept appointment as Registered Agent for the above named Entity.

**X**

**Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity** | Date

**FEE: $60.00**

*This form must be accompanied by appropriate fees.*



Reset

BARBARA K. CEGAVSKE
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(775) 684-5708
Website: www.nvsos.gov

**ATTACH FORM ONLY IF CLAIMING A STATE BUSINESS LICENSE EXEMPTION**

*270104*

# Declaration of Eligibility for State Business License Exemption

(This form must be notarized)

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

**ABOVE SPACE IS FOR OFFICE USE ONLY**

This form must accompany the List of Officers only if claiming exemption from the State Business License. Please provide the information requested only for the exemption for which you claim eligibility. Failure to provide the requested information or to notarize this document will result in a rejected filing, which could result in late fees.

**Entity Name:** _____ **NV Business I.D. Number:** _____

**001 - Governmental Entity**

☐ This entity is an incorporated or unincorporated agency or instrumentality of the United States government or any state government; a corporation wholly owned by the United States government; or county, city, district, or other political subdivision of a state.

**002 - 501(c) Nonprofit Entity**

☐ This entity is qualified as a 501(c) Nonprofit Entity pursuant to Title 26 U.S.C. Section 501(c). Please provide the Internal Revenue Service (IRS) issued **Federal Employer Identification Number (FEIN)** _____

**005 - Motion Picture Company**

Is the primary purpose of this entity to create or produce motion pictures, as defined in NRS 231.020? ☐ **Yes** ☐ **No**

If yes to above question, does the creation or production of motion pictures occur in Nevada? ☐ **Yes** ☐ **No**

If so, please provide Nevada Film Office registration number: _____

**006 - NRS 680B.020 Insurance Company**

Are the activities of this entity regulated through a license or certificate of authority granted by the Division of Insurance pursuant to NRS Title 57?

☐ **Yes** ☐ **No**

If yes, provide license or certificate of authority number _____

**I declare under penalty of perjury, as a representative authorized by statute to file on behalf of the above named entity, that the declarations indicated above are true and correct.**

**X** _____ _____ _____

**Signature** **Title** **Date**

State of _____ County of _____

Subscribed and sworn to before me the _____ 20____

by _____
(Print name of Signer)

*Notary Signature* _____

*230305*

**BARBARA K. CEGAVSKE**
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**Carson City, Nevada 89701-4201**
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**Website: www.nvsos.gov**

# Customer Order Instructions

**SUBMIT THIS COMPLETED FORM WITH YOUR FILING**

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

Processing Service Requested: ☐ Regular ☐ 24-Hour Expedite (additional fee included)

Name of Entity: _____ Date: _____

Return to: _____

Contact Name: _____ Phone: _____

**Return Delivery:** (email or fax options do not receive a copy via mail; must be ordered separately)

☐ Email to: _____ ☐ Fax to: _____

☐ Hold for Pick Up ☐ Mail to Address Above ☐ FedEx: Acct # _____

☐ Other: (explain below)

Order Description: (include items being ordered and fee breakdown)*****

***PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **$2.00** per page (plus **$30.00** for each certification).

Total Amount: _____

Method of Payment:

☐ Check/Money Order ☐ Credit Card (attach ePayment checklist) ☐ Trust Account: _____

☐ Use balance remaining in job # _____



**Reset**

*230405*

**BARBARA K. CEGAVSKE**
**Secretary of State**
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**Carson City, Nevada 89701-4201**
**(775) 684-5708**
**Website: www.nvsos.gov**

# 1 or 2-Hour Expedite Customer Order Instructions

**SUBMIT THIS COMPLETED FORM WITH YOUR FILING**

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

Processing Service Requested:

☐ 2-Hour Expedite (additional **$500.00** fee included)

☐ 1-Hour Expedite (additional **$1000.00** fee included)

Name of Entity: _____ Date: _____

Return to: _____

Contact Name: _____ Phone: _____

**Return Delivery:**

☐ Email to: _____ ☐ Fax to: _____

☐ Hold for Pick Up ☐ Mail to Address Above ☐ FedEx: Acct # _____

☐ Other: (explain below)

Order Description: (include items being ordered and fee breakdown)*****

***PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **$2.00** per page (plus **$30.00** for each certification).

Total Amount: _____

Method of Payment:

☐ Check/Money Order ☐ Credit Card (attach ePayment checklist) ☐ Trust Account: _____

☐ Use balance remaining in job # _____



Reset

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# 24-hour, 2-hour and 1-hour Expedite Service Guidelines

***IMPORTANT: To ensure expedited service, please mark "Expedite" in a conspicuous place at the top of the service request. Please indicate method of delivery.***

## 24-HOUR EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Check the 24-hour expedite box on your customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 24-hour expedited service, include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling ranges from $25.00 to $125.00. Please consult our fee schedules for the appropriate 24-hour expedite fee. If you require assistance, please contact this office.

**Time Constraints:** Each filing submitted receives same day filing date and may be picked up within 24-hours. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in fileable form.

## 2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional $500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

## 1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional $1000.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgement (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**

*230105*

**BARBARA K. CEGAVSKE**
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**(775) 684-5708**
**Website: www.nvsos.gov**

# ePayment Checklist
## (For Counter, Fax and Mail Requests)

**USE BLACK INK ONLY - DO NOT HIGHLIGHT**

Service Type: ☐ Counter ☐ Mail ☐ Fax

Order Processing Requested: **(Expedite Processing *Requires* Additional Fees)**

☐ Regular Processing ☐ **24-HOUR** Expedite ☐ **2-HOUR** Expedite ☐ **1-HOUR** Expedite

## Payment by Card *(card holder name and billing address required below)*

Card Type: ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

Customer Credit Card Number: V CODE*

* 3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
4-digit number found on the front right side of American Express card.

**NOTICE:** *For security and verification purposes, all credit card payments must include the 3 or 4-digit CVV2 code (VCode) number located on the credit card. Failure to include this code will result in the rejection of your filing or service request.*

Credit Card Expiration Date: Month Year

**Amount to Charge Card:** USD $

## Order Information *(required)*

**Entity Name/Order Reference:**

**Card Holder Information:**

Name as it Appears on the Account

Billing Address

City, State, Zip

Telephone

## Payment Authorization

I authorize the Secretary of State to bill an amount not to exceed the following to be charged to the above listed account(s):

**X**

**Authorized Signature**

**Not to Exceed Amount:** USD $



Reset

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**www.nvsilverflume.gov**

# Commercial Recordings Copies and Certification Services Fee Schedule

The following is a list of copies and certification services and the associated fees for Commercial Recording and apostille/certification services. Fees are per document unless otherwise noted.

## ***SERVICE REQUESTED:***

| | |
|---|---|
| Copies | $2.00 per page |
| Certification of Document | $30.00 |
| Search | $50.00 |
| Certificate of Existence (evidence of good standing – short form) | $50.00 |
| Certificate of Existence (listing amendments – long form) | $50.00 |
| Ceremonial Certificate of Good Standing | $100.00 |
| Certificate Evidencing Name Change | $50.00 |
| Certificate of Fact of Merger | $50.00 |
| Certificate of Default | $50.00 |
| Certificate of Revocation | $50.00 |
| Certificate of Dissolution | $50.00 |
| Certificate of Withdrawal | $50.00 |
| Certificate of Cancellation | $50.00 |
| Certificate of Non-Existence | $50.00 |
| Miscellaneous Certificates | $50.00 |
| Apostille (Hague Treaty Nations)/Certification (Non-Hague Treaty Nations) | $20.00 |
| Corporate Charter | $50.00 |
| Ceremonial Charter | $100.00 |

## ***EXPEDITE SERVICE:***

Expedite service is available for copies, certificate and certification services. Fees for expedite service are in addition to the fees as listed above.

### ***24 Hour Expedite Service:*** ***Order may be picked up or mailed out within 24-hours.***

| | |
|---|---|
| Apostille | $75.00 |
| Copies: Per entity name | $125.00 |
| Certificates: Per entity name and certificate type | $125.00 |
| Search: Expedite fee on search only; additional expedite fee required for copies | $125.00 |

### ***2-Hour Expedite Service:*** ***Order may be picked up or mailed within 2-hours.***

| | |
|---|---|
| 1 or more certificates (per entity name and certificate type) | $500.00 |
| 1 or more copies (per entity name) | $500.00 |

### ***1-Hour Expedite Service:*** ***Order may be picked up or mailed within 1-hour.***

| | |
|---|---|
| 1 or more certificates (per entity name and certificate type) | $1000.00 |
| 1 or more copies (per entity name) | $1000.00 |

## ***BASIC INSTRUCTIONS:***

1. All orders may be submitted via email to copies@sos.nv.gov or in writing, with fees enclosed, to the above address. Payment by VISA, Mastercard, Discover or American Express are accepted. Trust account and credit card customers may fax *expedite orders only* to (775) 684-5645. Trust account orders must be received on company letterhead.
2. Orders can be emailed back on most occasions. All orders not specified as a pick-up are mailed out via first-class mail, unless a Federal Express number is provided or other major courier pickup arrangement is made.
3. Fax back service is *only available* for certificates or copies of 50 pages or less. This service must be requested at time of order with complete fax information provided.
4. Each order will be returned to one address only.

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# Limited-Liability Partnership Fee Schedule Effective 7-1-08

**LIMITED-LIABILITY PARTNERSHIP FEES:** Pursuant to NRS 87 for both Domestic and Foreign Limited-Liability Partnerships.

| | |
|---|---|
| Registration of Limited-Liability Partnership | $75.00 |
| Registration of Foreign Limited-Liability Partnership | $75.00 |
| Reinstatement Fee | $300.00 |
| Certificate of Amendment | $175.00 |
| Certificate of Correction | $175.00 |
| Notice of Withdrawal (Termination of Registration), Foreign or Domestic | $100.00 |
| Preclearance of any Document | $125.00 |
| Articles of Domestication – contact office for fee information | |
| Ceremonial Charter | $100.00 |
| Certificate of Good Standing | $50.00 |
| Ceremonial Certificate of Good Standing | $100.00 |
| Initial List of Managing Partners | $150.00 |
| Annual or Amended List of Managing Partners | $150.00 |
| **24-Hour Expedite fee for above filings** | **$125.00** |
| | |
| Apostille | $20.00 |
| **24-Hour Expedite fee for above filing** | **$75.00** |
| | |
| Name Reservation | $25.00 |
| **24-Hour Expedite fee for above filing** | **$50.00** |
| | |
| Certificate of Change of Principal Office | $60.00 |
| Change of Noncommercial Registered Agent | $60.00 |
| Change of Registered Agent by Represented Entity | $60.00 |
| Resignation of Managing Partner | $75.00 |
| Resignation of Registered Agent (plus $1.00 for each additional entity listed) | $100.00 |
| **24-Hour Expedite fee for above filings** | **$25.00** |
| | |
| Certification of Documents – per certification | $30.00 |
| Copies – per page | $2.00 |
| Late Fee for List of Managing Partners | $75.00 |
| Business License Fee | $200.00 |

**2-Hour Expedite is available on all of the above filings at the fee of $500.00 per item.**

**1-Hour Expedite is available on all of the above filings at the fee of $1000.00 per item.**

*PLEASE NOTE: the expedite fee is in addition to the standard filing fee charged on each filing and/or order.*

**24-HOUR EXPEDITE TIME CONSTRAINTS:**

Each filing submitted receives same day filing date and may be picked up within 24 hours. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in fileable form. The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages, or equipment malfunction. These extensions are few and will rarely extend more than a few hours.