



# SECRETARY OF THE STATE OF CONNECTICUT

MAILING ADDRESS: COMMERCIAL RECORDING DIVISION, CONNECTICUT SECRETARY OF THE STATE, P.O. BOX 150470, HARTFORD, CT 06115-0470

DELIVERY ADDRESS: COMMERCIAL RECORDING DIVISION, CONNECTICUT SECRETARY OF THE STATE, 30 TRINITY STREET, HARTFORD, CT 06106

PHONE: [860-509-6003](tel:860-509-6003)

WEBSITE: [business.ct.gov](http://business.ct.gov)

Email: [bsd@ct.gov](mailto:bsd@ct.gov)

## REQUEST FOR CERTIFICATES / LEGAL EXISTENCE - [Accesible Version Available](#)

USE INK. COMPLETE ALL SECTIONS. PRINT OR TYPE. ATTACH 8 1/2 X 11 SHEETS IF NECESSARY.

### **FILING PARTY** (Confirmation / Certificates) Will Be Sent To This Address):

NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

EMAIL:

TELEPHONE NUMBER:

### **BUSINESS NAME** (Enter Name Exactly As It Appears On Our Records) OR BUSINESS I.D.#:

<b>BE CERTAIN YOU CHECK THE CORRECT BOX</b>	<b>ROUTINE</b> (Completed within 3-5 business days)	<b>EXPEDITED</b> (Completed within 24 business hours)
<b>1. CORPORATIONS</b> EXPRESS CERTIFICATE OF LEGAL EXISTENCE SHORT FORM CERTIFICATE (REFLECTS ALL NAME CHANGES) LONG FORM CERTIFICATE (DOMESTIC ONLY)	<input type="checkbox"/> \$50.00 <input type="checkbox"/> \$80.00 <input type="checkbox"/> \$120.00	<input type="checkbox"/> \$100.00 <input type="checkbox"/> \$130.00 <b>{Cannot be expedited}</b>
<b>2. LIMITED LIABILITY COMPANIES:</b> EXPRESS CERTIFICATE SHORT FORM CERTIFICATE (REFLECTS ALL NAME CHANGES) LONG FORM CERTIFICATE (DOMESTIC ONLY)	<input type="checkbox"/> \$50.00 <input type="checkbox"/> \$50.00 <input type="checkbox"/> \$100.00	<input type="checkbox"/> \$100.00 <input type="checkbox"/> \$100.00 <b>{Cannot be expedited}</b>
<b>3. LIMITED PARTNERSHIPS:</b> CERTIFICATE OF LEGAL EXISTENCE	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$100.00
<b>4. LIMITED LIABILITY PARTNERSHIPS:</b> EXPRESS CERTIFICATE SHORT FORM CERTIFICATE LONG FORM CERTIFICATE (DOMESTIC ONLY)	<input type="checkbox"/> \$40.00 <input type="checkbox"/> \$80.00 <input type="checkbox"/> \$120.00	<input type="checkbox"/> \$90.00 <input type="checkbox"/> \$130.00 <b>{Cannot be expedited}</b>
<b>5. STATUTORY TRUSTS:</b> EXPRESS CERTIFICATE SHORT FORM CERTIFICATE	<input type="checkbox"/> \$40.00 <input type="checkbox"/> \$80.00	<input type="checkbox"/> \$90.00 <input type="checkbox"/> \$130.00
<b>6. SPECIAL CERTIFICATES:</b> CERTIFICATE EVIDENCING _____ (Specify type)  NO RECORD	<input type="checkbox"/> \$50.00  <input type="checkbox"/> \$50.00	<input type="checkbox"/> \$100.00  <b>{Cannot be expedited}</b>

### **PAYMENT METHODS:**

- ☐ Checks: make checks payable to "Secretary of the State".  
☐ Credit Card: complete the following Credit Card Payment Authorization.

AMOUNT AUTHORIZED: \$ \_\_\_\_\_

### **CREDIT CARD BILLING INFORMATION** (Failure to provide **ALL** Required credit card information will result in delay of processing):

NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

CARD NO.:

EXPIRATION DATE:

SECURITY CODE:

SIGNATURE: X \_\_\_\_\_