



SECRETARY OF THE STATE OF CONNECTICUT

FAX FILING SERVICE REQUEST

FAX BUSINESS FILINGS TO: 860-509-6069

UCC/COPIES/LEGAL EXISTENCES TO: 860-509-6057

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

PHONE: 860-509-6003

WEBSITE: www.concord-sots.ct.gov

FILING PARTY (CONFIRMATION WILL BE SENT TO THIS ADDRESS):		OFFICE USE ONLY	CA CR
NAME:		AMT. REC'D \$	
ADDRESS:		TRANS. ID:	
CITY:	STATE:	BATCH DATE:	
ZIP:	TELEPHONE:	EXP/REF	
		RETURN TO:	
1. TYPE OF SERVICE REQUEST			
<input type="checkbox"/> BUSINESS FILING <input type="checkbox"/> UCC FILING (CANNOT BE EXPEDITED) <input type="checkbox"/> COPY <input type="checkbox"/> CERTIFICATE REQUEST			
2. BUSINESS NAME / UCC NAME			
3. SELECT EXPEDITED or ROUTINE SERVICE			
<input type="checkbox"/> EXPEDITED SERVICE ADDITIONAL \$50.00 MUST BE INCLUDED FOR EACH EXPEDITED ITEM REQUESTED. ADD THIS AMOUNT TO EACH SERVICE/FILING FEE. COMPLETED WITHIN 24 HOURS OF RECEIPT MAILED NEXT BUSINESS DAY AT 4:00PM IF NOT PICKED UP		<input type="checkbox"/> ROUTINE SERVICE COMPLETED WITHIN 7 TO 10 BUSINESS DAYS MAILED WHEN COMPLETED PICK-UP IS NOT AVAILABLE	
4. REQUEST FOR COP(IES):			
CERTIFIED COPY <input type="checkbox"/> ROUTINE (\$55.00) <input type="checkbox"/> EXPEDITED (\$105.00)		PLAIN COPY <input type="checkbox"/> ROUTINE (\$40.00) <input type="checkbox"/> EXPEDITED (\$90.00)	
TYPE OF DOCUMENT BEING REQUESTED:			
5. REQUEST FOR CERTIFICATE(S) OF LEGAL EXISTENCE:			
<input type="checkbox"/> CERTIFICATE OF LEGAL EXISTENCE (FEES FOR LIMITED LIABILITY COMPANIES / LP'S)		<input type="checkbox"/> CERTIFICATE OF LEGAL EXISTENCE (FEES FOR CORPORATIONS / LLP'S / STATUTORY TRUSTS)	
<input type="checkbox"/> EXPRESS \$50.00 <input type="checkbox"/> SHORT \$50.00 (REFLECTS ALL NAME CHANGES) <input type="checkbox"/> LONG \$100.00 (CANNOT BE EXPEDITED)		<input type="checkbox"/> EXPRESS \$40.00 (LLP'S & STATUTORY TRUSTS ONLY) <input type="checkbox"/> EXPRESS \$50.00 (CORPORATIONS ONLY) <input type="checkbox"/> SHORT \$80.00 (REFLECTS ALL NAME CHANGES) <input type="checkbox"/> LONG \$120.00 (CANNOT BE EXPEDITED)	
6. METHOD OF PAYMENT:			
BY INDICATING A CUSTOMER ID OR CREDIT CARD NUMBER, YOU ARE HEREBY AUTHORIZING DEBIT OF THE ACCOUNT/CHARGE OF CREDIT CARD.			
TOTAL CHARGE: _____			
NOTE: EXPEDITED SERVICE REQUIRES AN ADDITIONAL FEE. IF THE FEE(S) ARE NOT INCLUDED, THE REQUEST(S) WILL BE COMPLETED ON A ROUTINE BASIS.			
<input type="checkbox"/> PAYMENT BY AN ESTABLISHED CUSTOMER ACCOUNT.		CUSTOMER ID#:	
<input type="checkbox"/> PAYMENT BY CREDIT CARD: (ONLY VISA, MASTERCARD OR AMEX ACCEPTED)		<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	
CREDIT CARD BILLING INFORMATION: FAILURE TO PROVIDE ALL REQUIRED CREDIT CARD INFORMATION WILL RESULT IN DELAY OF PROCESSING.			
NAME:		CARD NO.:	
ADDRESS:		EXPIRATION DATE:	
CITY:	STATE:	SECURITY CODE:	
ZIP:	TELEPHONE:	AMOUNT AUTHORIZED:	
SIGNATURE: _____			

GUIDELINES FOR FAX FILINGS

FAX REQUEST TO Document Review (860) 509-6069 UCC and Certification Unit (860) 509-6057

Please Note: Sending fax to the wrong number may result in a delay in processing your document.

1. Filing Requirements:

- Filer may use a prepaid account, which is in good standing, with the office. If you do not have an account with our office, check with our Financial Unit at (860) 509-6154.
- All filings must be received with our Fax Filing Service Request cover sheet.
- The Fax Filing cover sheet must be filled out completely for your document to be processed.
- Each filing must have its own separate Fax Filing Service Request cover sheet.
- Each filing will be considered received in its entirety. No "additional" or "correction" pages will be accepted after submission.
- Filings that are not legible will be rejected.
- Official filing hours are Monday - Friday, 8:30 a.m. - 4:00 p.m., except state holidays. Any filing received on a holiday, weekend, or after the close of the filing day will be considered received as of the start of the next business day.
- There will be no additional costs for fax filing requests.
- If EXPEDITED SERVICE is requested, an additional \$50.00 per transaction is required.

Please Note: EXPEDITED SERVICE is not available for Uniform Commercial Code (U.C.C.) filings.

2. Acceptable Faxed Filings for Document Review:

- Title 33 and Chapter 613 of Title 34 of the Connecticut General Statutes provides the statutory authority for the transmittal of faxed filings.

3. Acceptable Faxed Filings for Uniform Commercial Code (U.C.C.)

- Title 42a of the Connecticut General Statutes provides the statutory authority for the transmittal of faxed filings. All filings related to the following will be accepted:
 - Initial Financing Statement
 - Amendment
 - Correction Statement
 - Search Requests

4. Certification Unit Request:

- These filings are available for all entities:
 - Certified Copies
 - Plain Copies
 - Certificates of legal existence

5. Document Review Unit and Certification Unit Confirmation Procedure

- All confirmation letters, whether acceptance or rejection of a Business or UCC filing, will be mailed to the filer. Certified copies and legal existences will also be mailed or placed in the filer's pick up box.

(Revised 12/02/2013)