



New Mexico Secretary of State

325 Don Gaspar, Suite 300 · Santa Fe, NM 87501 (800) 477-3632 · www.sos.state.nm.us

CORPORATION COPY REQUEST

The Secretary of State shall charge a flat fee for furnishing copies of any document, instrument, or paper relating to a corporation. Please allow two (2) to five (5) working days to complete order.

\*\*\*Please include payment when submitting copy request\*\*\*

- Profit Corporation or Limited Liability Company: Plain copies \$10.00 or Certified copies \$25.00
Nonprofit Corporation or Foreign Business Trust: Plain copies \$5.00 or Certified copies \$10.00

NOTE: PLEASE DO NOT USE THIS FORM TO REQUEST A GOOD STANDING OR STATUS CERTIFICATE. COPY REQUEST, GOOD STANDING REQUEST AND/OR STATUS CERTIFICATE REQUEST MAY BE OBTAINED ONLINE AT: https://portal.sos.state.nm.us/corps

CORPORATION INFORMATION

ENTITY NAME NM ENTITY #

Method of Delivery: Pick up Mail Email (plain copies only)

REQUESTING PARTY INFORMATION

COMPANY NAME OF REQUESTING PARTY

CONTACT PERSON'S NAME

EMAIL ADDRESS TELEPHONE #

MAILING ADDRESS

CITY STATE ZIP CODE

Please select only one type per Copy Request Form:

Type requested: Plain Copies Certified Copies

Please select from the items below:

- Articles - Incorporation/LLC Organization (NM)
Articles - Authority/LLC Registration (foreign)
Amendments/Mergers/Restate Articles/Conversions
Dissolutions/Withdrawals/Revocations
Tax Clearance/Intent to Dissolve
Bylaws/Amended Bylaws (nonprofits only prior to 2003)
Corporate Reports
Registered Agents (resignation or change of office/agent)
Suspension, Resumption or Reinstatement

Please mail copy request form and method of payment to:

Secretary of State - Corporations Bureau
325 Don Gaspar, Suite 300
Santa Fe, NM 87501

Contact Number: (800) 477-3632 (505) 827-3600

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