



New Mexico

Secretary of State

Business Services Division

325 Don Gaspar, Suite 300 · Santa Fe, NM 87501

(800) 477-3632 · www.sos.state.nm.us

CORPORATION COPY REQUEST FORM

Please do not use this form to request a Good Standing/Status Certificate. Copy Requests, Good Standing Requests and/or Status Certificate may also be obtained online at: <https://portal.sos.state.nm.us/BFS/online/Account>.

FEES: Profit Corporation or Limited Liability Company: Plain Copy -\$10 Certified Copy - \$25

Nonprofit Corporation or Foreign Business Trust: Plain Copy -\$5 Certified Copy - \$10

Entity Name: _____

Entity ID #: _____

Copy Type: Plain Certified

Method of Delivery: Mail Pick up Email (Plain Copy Only)

Articles – Incorporation/LLC Organization (NM)

Bylaws/Amended Bylaws (nonprofits only prior to 2003)

Articles – Authority/LLC Registration (foreign)

Corporate Reports

Amendments/Mergers/Restate Articles/Conversions

Registered Agents (resignation, change of office/agent)

Dissolutions/Withdrawals/Revocations

Suspension, Resumption or Reinstatement

Tax Clearance/Intent to Dissolve

REQUESTING PARTY INFORMATION

COMPANY/INDIVIDUAL NAME OF REQUESTING PARTY: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____ **PHONE #:** _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

Please mail the copy request and payment to:

Secretary of State-Business Services Division

325 Don Gaspar, Suite 300

Santa Fe, NM 87501

NOTE: 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) business days to complete the order.