

# Office of the Minnesota Secretary of State

## Business Certificate/Copy Request Form



Order your business copies and good standing certificates online at <http://mblsportal.sos.state.mn.us/>.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mail requests will be returned electronically whenever possible.**

Delivery Email Address: \_\_\_\_\_

### ORDER INFORMATION

**Please complete and check the boxes that apply for each entity. List quantity, if applicable.  
Please include history printout or letter stating the specific filing(s), including date(s) you're requesting.**

| Entity Name(s) / File Number | Original/<br>Amendment(s)<br>\$3.00 per Filing | Include<br>Annual<br>Renewal(s)<br>\$3.00 per<br>Filing | Certified<br>Copy<br>\$5.00 | Good<br>Standing<br>Certificate<br>\$5.00 | Total<br>(Office use<br>Only) |
|------------------------------|--|---|-----------------------------|---|-------------------------------|
|                              |  |   | Yes / No                    |   |                               |
|                              |  |   | Yes / No                    |   |                               |
|                              |  |   | Yes / No                    |   |                               |
|                              |  |   | Yes / No                    |   |                               |
|                              |  |   | Yes / No                    |   |                               |

**No Record Certificate** (list name exactly as it should appear on the Certificate) **Quantity** \_\_\_\_\_

Please debit my Secretary of State account number \_\_\_\_\_

Payment enclosed – **Make Check Payable to MN Secretary of State**

#### FILE IN-PERSON OR MAIL TO:

Minnesota Secretary of State - Certification  
Retirement Systems of Minnesota Building  
60 Empire Drive, Suite 100  
St Paul, MN 55103

(Staffed 8:00 - 4:00, Monday - Friday, excluding holidays)