



# Office of the Minnesota Secretary of State Steve Simon

## Official Document Request Form

All government data collected, created, received, maintained or disseminated by a state agency, political subdivision, or statewide system shall be public unless classified by statute, temporary classification or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

**Note:** While certain types of documents may have a statutory requirement that they be filed with the Secretary of State, this office has no statutory authority to seek out documents that have not been filed.

**Date of Request:** \_\_\_\_\_

### Requestor:

Optional but needed if documents are to be sent to requestor.

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Document(s) Requested:

\_\_\_\_ **Oath**      \_\_\_\_ **Appointment**

Office Holder/Office/Year Elected: \_\_\_\_\_

Appointee/Office/Year Appointed: \_\_\_\_\_

Judicial District (if applicable): \_\_\_\_\_

\_\_\_\_ **Business Trusts**

Document Number: \_\_\_\_\_

Copy of the Trust \_\_\_\_ (\$3.00 per copy)

Certificate of Existence \_\_\_\_ (\$5.00 per Certificate)

\_\_\_\_ **Other** (please specify): \_\_\_\_\_

### Fees (per M.S. 5.12 subdivision 1):

**Copies Only:** \$3.00 per document = \_\_\_\_\_ **Total = \$** \_\_\_\_\_

**Certified Copies:** \$8.00 per document = \_\_\_\_\_ **Total =** \_\_\_\_\_  
(\$3.00 for the document and \$5.00 for the Certification)

**Business Trust Certificate of Existence** \$5.00 per certificate = \_\_\_\_\_

### Submit Request Form and payment to:

Official Documents  
Office of the Minnesota Secretary of State  
180 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155