

COPY REQUEST

The number of pages will not be known until the order is complete. A Corporations Bureau employee will contact the requesting party with the cost for reproducing the requested documents and any additional cost. **PLEASE DO NOT SEND ANY MONEY. CONTACT NUMBER (505) 827-4513**

REQUESTING PARTY INFORMATION

COMPANY NAME OF REQUESTING PARTY _____

CONTACT PERSON'S NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ EXT. _____

NM SCC # _____ or NAME OF CORPORATION OR LIMITED LIABILITY COMPANY (to be ordered)

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_____ Articles – Incorporation / LLC Organization (NM)	Plain _____	Certified _____
_____ Articles –Authority/LLC Registration (foreign)	Plain _____	Certified _____
_____ Amendments/Mergers/restated articles/conversions	Plain _____	Certified _____
_____ Dissolutions/Withdrawals/Revocations	Plain _____	Certified _____
_____ Tax Clearance/Intent to Dissolve	Plain _____	Certified _____
_____ Bylaws/Amended Bylaws (Nonprofits only)	Plain _____	Certified _____
_____ Profit, NonProfit or Supplemental Reports	Plain _____	Certified _____
_____ Registered Agents (resignation or change of office/agent)	Plain _____	Certified _____
_____ Suspension, Resumption or Reinstatement	Plain _____	Certified _____

NOTE: PLEASE DO NOT USE THIS TO REQUEST GOOD STANDING
CONTACT (505) 827-4510

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The Public Regulation Commission shall charge and collect for furnishing copies of any document, instrument, or paper relating to a corporation.

- A fee of one dollar (\$1.00) per page, but in no case less than ten dollars (\$10.00) for any profit corporation or limited liability company.
- A fee of one dollar (\$1.00) per page, but in no case less than five dollars (\$5.00) for any nonprofit corporation.
- In addition a fee of twenty-five dollars (\$25.00) for any profit corporation, limited liability company; or ten dollars (\$10.00) for any nonprofit corporation shall be paid for any documents that the Public Regulation Commission shall provide that require a certificate of comparison (certified copy).
- **The Public Regulation Commission production section requires four (4) to ten (10) working days to complete orders that are requested.**
- **Reproduction requests may be cancelled by phone or fax by 5pm on the day the order was placed. If orders are not cancelled within the given time period they must be paid in full. Failure to pay outstanding balances will result in forfeiture of further orders.**

I have read and understood the above statement.

Fax number:
(505)827-4387

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Santa Fe, NM 87501

US Postal Service Delivery:
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P.O. Box 1269
Santa Fe, NM 87504-1269