



**SOUTH CAROLINA SECRETARY OF STATE
BUSINESS FILING DOCUMENT REQUEST FORM**

****A web application is now available to expedite document requests. Go to <https://web.sc.gov/SOSDocumentRetrieval/> ****

All Business Filing Document Request Forms must be filled out completely and accurately and be accompanied by the proper fee. The Secretary of State’s Office will not process document requests without having the proper fee attached to the request. A list of fees may be found below. If you have a question about the number of pages that a document may contain, please contact the Corporations Division at (803) 734-2158.

Please be aware that documents filed with the Secretary of State’s Office prior to 1986 may be located at the South Carolina Department of Archives. If a document that you have requested at Archives, our office will notify you as soon as possible with the information necessary to obtain the document directly from Archives.

Date of request: _____

Person requesting document: _____ Contact Number: _____

You must include a self addressed stamped envelope with your payment and this form to ensure the documents are returned to the proper person.

**Mail to: South Carolina Secretary of State
Attn: Corporations Division
1205 Pendleton St, Ste. 525
Columbia, SC 29201**

<u>South Carolina Attorneys Only</u>	
Firm Name: _____	
Person Requesting Documents: _____	
Firm Address: _____	
Phone Number: _____	Fax Number: _____

Name of entity: _____

Date of incorporation or organization of the entity: _____

Check the type of document(s) you would like copies of:

Specific Documents (Please list types of documents – for example, Article of Incorporation)

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- All documents filed with the Secretary of State’s Office related to the entity
 - Certificate of Existence (we do not certify certificates) \$10.00
 - Certified Copy: First page of each document..... \$3.00
 Additional pages..... \$.50 per page
 - Fax/Email Fee (available until September 1, 2015).....\$10.00 per 10 pages

We do not accept starter checks; your name, address and check number must be preprinted on your check.