



[For screen readers, follow instructions located at this path.](#)

## Certificate Request

**(See Instructions for Fee Information)**  
**Form Must Be Typed**

Pick up at Client Service Center

Return by Mail

**Submitter's Information**

Individual/Business Name

Attention (if applicable)

Mailing Address

City

State

ZIP Code

Phone Number

E-mail Address

**Certificate Request Information**

Entity Name

Charter/License/Registration Number

Number of Certificates Requested:

(Choose one by checking box below)

Good Standing Certificate

No Record Certificate

Full Force and Effect Certificate

Conversion Certificate

Long Form Certificate

Date Filed

Merger Certificate

Qualification Certificate (LLP only)

Date Filed

Date Filed

Consolidation Certificate

Date Filed

# Instructions for Certificate Request

This form must be used to file a request for a certificate. The secretary will authenticate records by providing certificates for specific types of filings.

## Submitters Information

Please provide the name of the person or business entity requesting the certificate. Also, provide the submitter's address and a telephone number for us to contact the submitter if we have questions regarding the request.

## Request Information

Please provide the name of the entity and its charter/license/registration number. Also, indicate whether the submitter will pick up the documents in our Client Service Center at 180 E. Broad St., Columbus, Ohio 43215 or if the documents should be mailed to the submitter's address provided on the form. If you do not select either box, our office will mail the records to the address provided.

## Certificates

Indicate the number of certificates requested and check the appropriate box indicating the type(s) of certificate(s) needed. If necessary please provide the date of filing under the name of the certificate being requested

## Fees

\$5.00 fee for Good Standing, Full Force and Effect, No Record, and Qualification Certificates.

\$25.00 fee for Merger, Name Change within a Merger, Consolidation, Conversion and Long Form Certificates.

## Additional Provisions

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 ½ x 11 sheet(s) of paper.

## Note

Our office cannot file or record a document which contains a Social Security number or tax identification number. Please do not enter a Social Security number or tax identification number, in any format, on this form.

# Types of Certificates

## **Good Standing Certificate:**

Certificate applies to Domestic and Foreign corporations. The corporation must be active on our records and in compliance with all filing requirements.

## **Full Force and Effect Certificate:**

Certificate applies to Limited Liability Companies, Limited Partnerships, Limited Liability Partnerships, Trade Names, Fictitious Names, Business Trust, Real Estate Investment Trust and Trademark/Service Marks. The entity must be active on our records and in compliance with all filing requirements.

## **Long Form Certificate:**

Certificate lists the entire history of an entity, with the exception of statutory agent changes and cancellations that may have occurred.

## **Merger Certificate:**

Certificate recites the particulars of a specific merger filed with the Ohio Secretary of State's Office.

## **Consolidation Certificate:**

Certificate states the information related to a specific consolidation filed with the Ohio Secretary of State.

## **No Record Certificate:**

Certificate states a specific name is not on record as an active, inactive, or canceled trade name/fictitious name or business entity.

## **Conversion Certificate:**

Certificate states conversion information for entities converting within the records, off the records and into the records of the Ohio Secretary of State.

## **Qualification Certificate:**

Certificate states the qualification information for an entity qualifying on the records of the Ohio Secretary of State to become a limited liability partnership.