

Online Certified Copy or Certificate Requests

Certified copies and certificates may be returned by email or mail.

Certified Copy Instructions

To order certified copies of documents:

1. Search the Corporations Division database.
2. Search by one of the following: **entity name, identification number, filing number, or by an individual's name**.
3. Click the **search button**.
4. Choose the desired result by clicking the hyperlink of the **entity's name** to display a summary screen of the entity's information.
5. Scroll to near the bottom of the screen to the box titled: "**View filings for this business entity**".
6. Highlight a specific type of document or **ALL FILINGS**.
7. Click on **VIEW FILINGS**.
8. **Check the box** to the left of the document that you want to order.
9. Scroll to the bottom of the screen and click **ORDER FILINGS**.
10. Select delivery method and enter quantity.
11. After all of the requested items have been added to the order form, complete the billing and shipping address sections, and click the **REVIEW REQUEST** button.
12. Follow the instructions to provide your payment.

Certificate Instructions

To order a certificate:

1. Search the Corporations Division database.
2. Search by one of the following: **entity name, identification number, filing number, or by an individual's name**.
3. Click the **search button**.
4. Choose the desired result by clicking the hyperlink of the **entity's name** to display a summary screen of the entity's information.
5. Click **REQUEST CERTIFICATE** button on the top right of the page.
6. Select the **type of certificate** using the dropdown list provided.
7. Select delivery method and enter quantity.
8. After all of the requested items have been added to the order form, complete the billing and shipping address sections, and click the **REVIEW REQUEST** button.
9. Follow the instructions to provide your payment.

If you have questions about ordering certified copies or certificates, contact the Corporations Division at 517-241-6470 for assistance.