

FOR PROFIT CORPORATION, NON-PROFIT CORPORATION, LLC FORMATIONS

CHECK LIST OF ITEMS YOU NEED TO REGISTER/RECORD YOUR BUSINESS:

1. _____ NAME RESERVATION CERTIFICATE

Go to www.sos.alabama.gov to reserve your company's name. Be sure to print the actual certificate and include it with your paperwork that is sent to us. You must have the printed certificate with your formation paperwork. We cannot accept the receipt where you reserved the name.

2. _____ CERTIFICATE OF FORMATION/ARTICLES OF ORGANIZATION

This form is also obtained from the Secretary of State's website www.sos.alabama.gov. It is a free form that you complete and print off yourself. WE DO NOT ISSUE THIS FORM TO YOU. The form MUST be typed. If you have any questions completing the form, you may contact the Secretary of State's Office at 334-242-5324

****DO NOT INCLUDE THE EXTRA COPIES. ONLY SEND IN THE ONE ORIGINAL THAT YOU SIGN****

3. _____ FEES TO RECORD (BOTH TO BE INCLUDED WITH FORMS)

SECRETARY OF STATE: \$100

-Must be either check or the State's credit card form.

-If using the state's credit card form, it must be typed. We cannot accept it if it is handwritten.

-This payment cannot be made in cash.

JUDGE OF PROBATE: \$66

-Can be made in check, cash or card (card can be used if coming in person, and there is a \$2.99 fee added to card payment.)

****IF YOU ARE MAILING THE DOCUMENTS TO US, INCLUDE ONE (1) SELF ADDRESSED, STAMPED ENVELOPE****

Mailing Address: Judge of Probate Attn: Recording P.O. Box 825 Columbiana, AL 35051

Overnight Address: Judge of Probate Attn: Recording 112 N. Main St. Columbiana, AL 35051

You may bring your documents in person.
Our office is open Monday thru Friday, 8 a.m. – 4:30 p.m.