

State of Wisconsin
DEPARTMENT OF FINANCIAL INSTITUTIONS
Division of Corporate & Consumer Services



RECORDS SEARCH or DOCUMENT REPRODUCTION ORDER

CAUTION: The service **fees** for this program are **non-refundable**, so it is important to understand what information may be available. See specific remarks associated with each service or refer to the information on page 3. You may minimize the possibility of receiving incomplete information or a “no record” report by researching corporate information at **www.wdfi.org** before submitting your request. To search corporate information on-line, select “Search Business Records”. **NOTE: You can now place your order on-line and pay by credit card. Visit our website at www.wdfi.org/corporations/, and select the link to Online Order System.**

Requestor First Name	Requestor Last Name	Requestor Company Name	Phone Number
Street Address		PO Box	
City	State/Province	Country	Zip/Postal Code

Name of Entity for requested records (If no record is found, that fact will be reported.)

EXPEDITED SERVICE: **\$ 25.00 each item**

This is to request a copy of the following document or record:	Service Fee
<input type="checkbox"/> Latest Annual Report (If no annual report has been filed, that fact will be reported. SPECIAL NOTE: There are no annual reports for Limited Partnerships or Limited Liability Partnerships)	\$ 5.00
<input type="checkbox"/> Other or additional Annual Reports for _____ (Indicate the year or range of years)	\$ 5.00 each year
<input type="checkbox"/> Articles of Incorporation (or other organizational instrument or registration statement, as amended or restated. The record will be supplied from the restated articles forward.)	\$ 5.00
<input type="checkbox"/> Other charter documents - Specify	\$ 5.00 each

An **Identification Report** will provide; the name of the entity; its form of organization; the name and address of its registered agent in Wisconsin; the state in which it is organized; its date of incorporation, organization or registration; whether it is current with the annual report filings; if dissolved or merged, a statement to that effect; the corporate record ID number assigned by this department; and the locator number for the most-recently filed annual report, if any.

<input type="checkbox"/> This is to request a file search and issuance of an Identification Report or report of no record on a corporation, limited liability company, or other entity. Name of entity on which Report is requested:	\$ 10.00
---	-----------------

Total Fees for Copies	\$ _____
------------------------------	----------

**Send requests to the address listed below along with the required service fees. Your request will not be processed unless the service fees are submitted.
 Make checks payable to the "Department of Financial Institutions".**

Mailing Address: Department of Financial Institutions Division of Corporate & Consumer Services P O Box 7846 Madison WI 53707-7846	Physical Address: Department of Financial Institutions Division of Corporate & Consumer Services 345 W. Washington Ave – 3 rd Flr. Madison WI 53703	Phone: 608-261-7577 TTY: 608-266-8818
---	---	--

DELIVERY - Standard processing time is approximately ten working days, depending on volume. **Expedited service** requests are acted upon by the close of business the first business day following the date of receipt. The materials will be sent to the requestor via US Mail, unless other instructions are provided below.

Check this box and provide a phone number if you wish to pick up the materials requested.	
<input type="checkbox"/> Pick Up	Phone Number: _____

For optional Express/Courier delivery service at your expense, provide your carrier's name and your account number.

Carriers Name	Your Account Number		
Ship To Name	Phone Number		
Street Address			
City	State/Province	Country	Zip/Postal Code

Instructions

DELIVERY - Standard processing time is approximately ten working days, depending on volume. **Expedited service** requests are acted upon by the close of business the first business day following the date of receipt. Reports and copy work will be sent to the requestor via US Mail in hardcopy form only unless other instructions were provided. The materials in this program are not available for FAX transmission due to marginal image quality.

ANNUAL REPORTS and OFFICER / DIRECTOR INFORMATION – The **annual report** filed by a domestic corporation identifies its officers and directors, the number of capital shares it is authorized to issue, the number of shares issued, (but not its shareholders, except for service corporations), the address of its principal office, and a brief description of the general nature of its business. No information is reported concerning the financial condition of the corporation. A corporation may or may not have an annual report on file.

NOTE: The department's records **do not** contain information concerning the **officers, directors, members, managers or shareholders** of limited partnerships or limited liability partnerships. No records are maintained for sole proprietors, general partnerships, banks, insurance companies, or businesses conducted under assumed names or DBA's.

RESEARCH TOOLS – Use the department's on-line "Corporate Registration Information System" to search for and identify the entity on which you want information at, www.wdfi.org, click on "Search Business Records".

CHARTER DOCUMENTS – Charter documents consist of the domestic entity's organizational instrument and subsequent articles of amendment, merger, conversion, dissolution, etc. No financial information appears in these documents, nor, generally, do they specify the type of business in which the entity is engaged.

FOREIGN (OUT-OF-STATE) ENTITIES – A foreign entity may file an Application for Certificate of Authority with this department, as well as subsequent applications for amendment or withdrawal. Foreign corporations and foreign limited liability companies file an annual report. Contact the home state of the foreign entity for access to the entity's charter documents.

NOTICE: This form may be used to submit a records search or document reproduction order. Information may be used for secondary purposes.