

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



## CERTIFICATE OF STATUS AND CERTIFIED COPY 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 instructions. You may minimize the possibility of receiving incomplete information or a “no record” report by researching corporate information at [www.wdfi.org](http://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 for certified requests and pay by credit card. Certificates of Status for certain entities can now be issued on-line. Visit our website at: [www.wdfi.org/corporations/](http://www.wdfi.org/corporations/)**

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 CERTIFICATIONS ►
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<input type="checkbox"/> <b>EXPEDITED SERVICE:</b>	<b>\$ 25.00 each item</b>
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### CERTIFICATE OF STATUS

<input type="checkbox"/> This is to request a file search and issuance of a <b>Certificate of Status</b> or no record on the named entity. <b>NOTE:</b> One hardcopy certificate will be issued in <b>Standard Format</b> , unless an optional treatment is indicated below. If this certificate is for use in a foreign country you will also need to contact the Wisconsin Secretary of State’s Office at 608-266-5503.  If requesting multiple certificates, how many? _____ <input type="checkbox"/> List all corporate name changes <input type="checkbox"/> With Apostille – (for use in foreign country) <input type="checkbox"/> Long form, listing all charter documents <input type="checkbox"/> Other special information or remarks to be included in the Certificate of Status  (specify) _____ <input type="checkbox"/> Send as <b>FAX only</b> FAX # _____	<b>\$ 10.00</b>
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<input type="checkbox"/> Hardcopy certificate in addition to FAX.                      FAX # _____	<b>\$ 20.00</b>
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<b>Total Fees for Certificate of Status</b>	<b>\$ _____</b>
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## CERTIFIED COPY

This is to request a **Certified Copy** of the following record or document on the named entity:  
 If this certified copy is for use in a foreign country, you will also need to contact the Wisconsin Secretary of State's Office at 608-266-5503.

If multiple copies, how many? \_\_\_\_\_  With Apostille – (for use in foreign country)

<input type="checkbox"/> Articles of Incorporation (or other organizational instrument or registration statement, as amended or restated. If the file contains restated articles, the <b>record</b> will be supplied from the restated articles forward)	<b>\$ 10.00</b>
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<input type="checkbox"/> Single Document (specify document and filing date)	<b>\$ 10.00 each</b>
<input type="checkbox"/> All Charter documents, from the beginning	

<input type="checkbox"/> Latest Annual Report (if no annual report has been filed, that fact will be reported. <b>SPECIAL NOTE:</b> There are <b>no annual reports</b> for Limited Partnerships and Limited Liability Partnerships)	<b>\$ 10.00</b>
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<input type="checkbox"/> Other or additional Annual Reports for _____ (Indicate the year or range of years)	<b>\$ 10.00 each year</b>
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<b>TOTAL Fees for Certified Copy</b>	<b>\$ _____</b>
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<b>EXPEDITED SERVICE:</b> _____ ITEMS @ \$25.00	<b>\$ _____</b>
Identical multiple <b>Certificates of Status</b> incur only <b>one</b> Expedited Service fee. Identical multiple <b>Certified Copy</b> requests incur an expedited service fee for each copy.	

<b>GRAND TOTAL Fees for Certificate of Status, Certified Copy And Expedited Service</b>	<b>\$ _____</b>
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### INSTRUCTIONS

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](http://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 – Contact the home state of the foreign entity for access to the entity’s charter documents.

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

**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. Your order, above, may specify delivery of a Certificate of Status via FAX, but Certified Copy work is prepared and delivered in hardcopy only.

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

<p>For optional Express/Courier delivery service at <u>your</u> expense, provide your carrier’s name and your account number.</p>			
Carriers Name		Your Account Number	
Ship To Name		Phone Number	
Street Address			
City	State/Province	Country	Zip/Postal Code