



Office of the Minnesota Secretary of State Steve Simon

Official Document Request Form

All government data collected, created, received, maintained or disseminated by a state agency, political subdivision, or statewide system shall be public unless classified by statute, temporary classification or federal law, as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

Note: While certain types of documents may have a statutory requirement that they be filed with the Secretary of State, this office has no statutory authority to seek out documents that have not been filed.

Date of Request:

Requestor
Needed if documents are to be sent to requestor.
Name: Address: City: State: Zipcode:
Phone: Email:

Document(s) Requested
Oath Appointment Document Number
Name: Job Title: Year:
Business Trust
Trust Name:
Other (please specify):

Fees (per M.S. 5.12 subdivision 1)
Certified Copies: A copy of the original filing that is stamped with a certification stamp, signed, and dated with the official Secretary of State stamp... (\$8.00 per copy)
Plain Copies Only: A copy of the original filing that is stamped with a certification stamp, signed, and dated with the official Secretary of State stamp... (\$3.00 per copy)
Certificate of Existence Only: Certificate with the Secretary of State's signature and state seal, detailing when the document was registered with our office. (\$5.00 per copy)

Submit Request Form and payment to:

Office of the Minnesota Secretary of State, ATTN: Official Documents, 20 W. 12th Street, Suite 210, St. Paul, MN 55155

PAYMENT INSTRUCTIONS

1. Payment should be submitted either by a check in the mail to the following address:

a. Official Documents

**Office of the Minnesota Secretary of State
20 W 12th Street
Veterans Service Building, Suite 210
St. Paul, MN, 55155**

b. If a *company* has a pre-existing account with the Business Services division, they can list their payment account ID # on the form above and funds will be withdrawn upon the order's fulfillment.

2. Definitions and Payment Options:

a. **Certified Copies:** A copy of the original filing will be stamped, signed, and dated with an official Secretary of State stamp, authenticating that the document is provided by our office. **AND a certificate with the Secretary of State's signature and seal, detailing when the document was registered with our office.**

Certified Copies: A copy of the original filing that is stamped with a certification stamp, signed, and dated with the official Secretary of State stamp (authenticating that the document is provided by our office). **ALSO INCLUDES** a certificate with the Secretary of State's signature and state seal, detailing when the document was registered with our office. (\$8.00 per copy)

\$8.00 x = Total \$
of Copies

b. **Plain Copies Only:** A copy of the original filing will be stamped, signed, and dated with an official Secretary of State stamp, authenticating that the document is provided by our office.

Plain Copies Only: A copy of the original filing that is stamped with a certification stamp, signed, and dated with the official Secretary of State stamp (authenticating that the document is provided by our office). (\$3.00 per copy)

\$3.00 x = Total \$
of Copies

c. **Certificate of Existence Only :**The certificate (no stamped copies included)

Certificate of Existence Only: Certificate with the Secretary of State's signature and state seal, detailing when the document was registered with our office. (\$5.00 per copy)

\$5.00 x = Total \$
of Copies

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