Form 500 Prescribed by:

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File online or for more information: OhioBusinessCentral.gov

For screen readers, follow instructions located at this path.

Certificate Request

(See Instructions for Fee Information)

Form Must Be Typed

☐ **Pick up at Client Service Center** ☐ **Return by Mail**

Submitter's Information

Individual/Business Name

Attention (if applicable)

Mailing Address

City | State | ZIP Code

Phone Number | E-mail Address

Certificate Request Information

Entity Name

Charter/License/Registration Number

Number of Certificates Requested:

(Choose one by checking box below)

☐ Good Standing Certificate

☐ Certificate of Registration (Foreign LLC)

☐ Full Force and Effect Certificate

☐ No Record Certificate

☐ Merger Certificate
Date Filed

☐ Conversion Certificate
Date Filed

☐ Consolidation Certificate
Date Filed

☐ Qualification Certificate (LLP only)
Date Filed

Instructions for Certificate Request

This form must be used to file a request for a certificate. The secretary will authenticate records by providing certificates for specific types of filings.

Submitters Information

Please provide the name of the person or business entity requesting the certificate. Also, provide the submitter's address and a telephone number for us to contact the submitter if we have questions regarding the request.

Request Information

Please provide the name of the entity and its charter/license/registration number. Also, indicate whether the submitter will pick up the documents in our Client Service Center or if the documents should be mailed to the submitter's address provided on the form. If you do not select either box, our office will mail the records to the address provided.

Certificates

Indicate the number of certificates requested and check the appropriate box indicating the type(s) of certificate(s) needed. If necessary please provide the date of filing under the name of the certificate being requested

Fees

$5.00 fee for Good Standing, Full Force and Effect, Certificate of Registration, No Record, and Qualification Certificates.

$25.00 fee for Merger, Consolidation, and Conversion Certificates.

Types of Certificates

Good Standing Certificate:

Certificate applies to Domestic and Foreign corporations. The corporation must be active on our records and in compliance with all filing requirements.

Full Force and Effect Certificate:

Certificate applies to Domestic Limited Liability Companies, Limited Partnerships, Trade Names, Business Trust, Real Estate Investment Trust and Trademark/Service Marks. The entity must be active on our records and in compliance with all filing requirements.

Certificate of Registration:

Certificate applies to Foreign Limited Liability Companies. The entity must be active on our records and in compliance with all filing requirements.

Merger Certificate:

Certificate recites the particulars of a specific merger filed with the Ohio Secretary of State's Office.

Consolidation Certificate:

Certificate states the information related to a specific consolidation filed with the Ohio Secretary of State.

No Record Certificate:

Certificate states a specific name is not on record as an active, inactive, or canceled trade name/ fictitious name or business entity.

Conversion Certificate:

Certificate states conversion information for entities converting within the records, off the records and into the records of the Ohio Secretary of State.

Qualification Certificate:

Certificate applies to Limited Liability Partnerships and states the qualification information for an entity qualifying on the records of the Ohio Secretary of State to become a limited liability partnership.