



New Mexico
Secretary of State
 Corporations Bureau

325 Don Gaspar, Suite 300 · Santa Fe, NM 87501
 (800) 477-3632 · www.sos.state.nm.us

REQUEST FOR EXPEDITED FILING OF CHARTER DOCUMENTS
(DO NOT use this form for Partnerships, UCC or Trademarks)

IMPORTANT INFORMATION - please read carefully

Each document for expedited filing **must** be accompanied by this request form. (12.3.1.9(G)1 NMAC)

Nonrefundable **separate** payment required (see Note 1). All expedited filing fees are nonrefundable. Each nonrefundable expedited filing fee must be paid by **separate payment** in addition to all other applicable filing fees. If multiple documents are submitted for expedited filing, each must be accompanied by its own separate payments and expedite request form. Documents will be reviewed within requested timeframe and will be determined to be either approved or disapproved. Expedited fee is nonrefundable in either case. (12.3.1.9(G) NMAC)

Disapproved documents will be returned to the applicant with a letter stating reason for disapproval. If expedited service is requested for resubmitted documents, follow the same procedure as with the initial submission.

This expedite request is for _____
 Entity Name on Filing

Name of contact person for this filing _____
 Individual Name **NOT** a Business Name

Contact Person Email Address _____

Contact Person Phone # _____

Attach a **separate** check or money order payable to Secretary of State for the following request:

\$150.00 (document will be processed on day of receipt if received before 2:00 pm, or by the end of the next business day if received after 2:00 pm) (see Note 2)

\$100.00 (document will be processed within two business days of the date of receipt) (see Note 2)

Please Staple Check Here

Note 1: If expedited fee and other applicable filing fees are combined on one check or money order, rather than a separate payment for the expedited fee, the documents will be rejected immediately without further review. (12.3.1.9(G)2 NMAC)

Note 2: "Processed" means reviewed and filed, if document is determined to be in statutory compliance, or reviewed and disapproved, if document is not in statutory compliance. An expedited process does not guarantee an approved filing.