



Vermont Secretary of State  
**REQUEST FOR APOSTILLED/AUTHENTICATED  
COPIES OR CERTIFICATES** of Corporations/Business Services Records.

File No.: \_\_\_\_\_

Business ID: \_\_\_\_\_

**1. Please Return Acknowledgement to:** Required - Name and Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

Processed by: \_\_\_\_\_  
FOR OFFICE USE ONLY

PLEASE NOTE: This request is only for the Apostille/Authentication of business records already existing in the records of this office. For the Apostille/Authentication of notarized documents that you provide, please see:

[www.sec.state.vt.us/archives-records/certifications-fees/apostilles-authentications.aspx](http://www.sec.state.vt.us/archives-records/certifications-fees/apostilles-authentications.aspx)

**This document must be typewritten or printed (11A V.S.A. § 1.20).**

**2. FILE NO. OR BUSINESS ID:** Optional \_\_\_\_\_

Business ID may be found at <https://www.vtsosonline.com/online/businessinquire>.

**3. BUSINESS NAME:** Required \_\_\_\_\_

*Exactly* as business name appears in the records of this office at <https://www.vtsosonline.com/online/businessinquire>.

**4. DISRIPTION OF DOCUMENTS.** Required - Select one (1) of the following:

- ☐ Certificate of Good Standing or Status.  
☐ Certified Copies (Certificate of Record).

Specific Documents: \_\_\_\_\_

If certified copy request is NOT for all available documents in the record of the business named in Part 3.

**5. COUNTRY DOCUMENT(S) WILL BE USED IN.** Required \_\_\_\_\_

**6. RETURN SHIPPING METHOD.**

- ☐ USPS first-class mail to address within the United States listed above in Part 1. No additional charge.  
☐ Enclosed shipping carrier label USPS, FEDEX, or UPS.  
☐ Enclosed self-addressed, pre-paid envelope. USPS, FEDEX, or UPS.

**7. TOTAL NUMBER OF CERTIFICATES & FEE(S).**

a. Total Number of Certificates: \_\_\_\_\_

b. Fee(s) for Certificates of Good Standing/Status or Certified. Required.

\$25 x total number of documents in 7.a. = Total Fee payable to VTSOS: \_\_\_\_\_

c. Additional fee for Apostille/Certificate of Authentication, i.e. Part 4.b. is selected above:

\$10 x total number of documents in 7.a = Total Fee payable to VT STATE ARCHIVES: \_\_\_\_\_

**8. SUBMISSION CHECKLIST:**

- ☐ All information indicated as Required above is provided.  
☐ Check/money order as required under Part 7a. above *made payable to VTSOS*.  
☐ Separate check or money order for any fee required under Part 7.b above *made payable to VT STATE ARCHIVES*.  
☐ Send completed form with *both* checks and any enclosure indicated in Part 6 addressed to:

Vermont Secretary of State, Corporations Division, 128 State St., Montpelier, VT 05633-1104