

Customer Order Instructions

401 North Carson Street Carson City, Nevada 89701-4201
(775) 684-5708

USE BLACK INK ONLY - DO NOT HIGHLIGHT

Processing Service Requested:

- ☐ Regular Service ☐ 24-Hour Expedite
(additional \$25.00 to \$125.00 fee) ☐ 2-Hour Expedite
(additional \$500.00 fee) ☐ 1-Hour Expedite
(additional \$1000.00 fee)

Contact Name: Date:

Return to:

Phone:

Reference Entity or Mark:

Return Delivery: (email or fax options do not receive a copy via mail; must be ordered separately)

- ☐ Email to: ☐ Fax to:
☐ Hold for Pick Up ☐ Mail to Address Above ☐ FedEx: Acct #
☐ Other: (explain below in Other Description section)

Order Description: (include items being ordered and fee breakdown)*

***PLEASE NOTE:** this office keeps the original paperwork. The first file stamped copy ordered at the time of filing is at no charge. Each additional copy is **\$2.00** per page

Total Amount:

Method of Payment:

- ☐ Check/Money Order ☐ Credit Card (attach ePayment checklist) ☐ Trust Account:
☐ Use balance remaining in Work Order #

PRINT

24-hour, 2-hour and 1-hour Expedite Service Guidelines

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Important Information:

- To ensure expedited service, please mark "Expedite" in a conspicuous place at the top of the service request.
- Be sure to include your preferred delivery method (like mail or email).
- The Secretary of State offers expedited service (fast processing) for most types of filings.
- The expedite fee is an additional charge on each filing or order.
 - If you're using the Customer Order Form check the box for the expedite service you want.
 - If you're not using the form, write a short cover letter that says which expedite service you want and includes your phone number and return address
- Put your order form or cover letter on top of your filing and send it to the office.
- Remember, the expedite fee is an extra charge for each filing or order.

24-Hour Expedite Service:

The expedite fee for 24-hour service ranges from \$25.00 for Registered Agent changes and Resignation of management, \$50 for Name Reservations, \$75.00 for Apostilles, and \$125.00 for most other services. Check the fee schedule to find the correct amount. If you need help, contact this office at 775-684-5708.

2- Hour Expedite Service:

The 2-hour expedite service requires an additional fee of \$500.00. This is charged on top of the standard filing or order fee.

1- Hour Expedite Service:

The 2-hour expedite service requires an additional fee of \$1000.00. This is charged on top of the standard filing or order fee.

Time Constraints:

- The filing will be recorded with the date it is received in proper form and processed within the specified expedite time-frame, starting when the request is received.
- Return documents will be sent using the delivery method you choose. If filings are received or completed late in the day, they may be mailed the next business day. You also have the option to pick them up in the office after the expedite period ends.
- In rare cases, the Secretary of State may extend the expedite period due to high demand, staff shortages, or equipment problems. These extensions usually last only a few hours.

Return delivery:

Filings will be sent back using U.S.P.S. regular mail unless you arrange an alternative delivery method.

This filings may be submitted:

Online: <https://www.nvsilverflume.gov>
Via Fax: 775-684-5725
By mail or in person to one of our offices:

Carson City

Laxalt Building
401 North Carson Street
Carson City, NV 89701-4069

North Las Vegas City Hall
By appointment only.

Drop Box -2250 Las Vegas Blvd. North, 1st Floor
Mailing - 2250 Las Vegas Blvd. North, Suite 400
North Las Vegas, NV 89030

South Las Vegas
By appointment only.

Nevada One Building
1 State of Nevada Way, 1st Floor
Las Vegas, NV 89119

ePayment Checklist

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All major credit cards are accepted. For security purposes, please do NOT email this authorization form. Email is NOT a secure form of transmittal to protect your card information.

Processing Requested:

- ☐ Regular Processing Service ☐ 24-HOUR Expedite Processing Service
☐ 2-HOUR Expedite Processing Service ☐ 1-HOUR Expedite Processing Service

Order Information (required)

Entity Name/Order Reference: _____

Cardholder Name (as shown on credit card): _____

Billing Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____

Last 4 Digits of Credit Card: _____ Card Type: ☐ VISA ☐ MasterCard ☐ Amex ☐ Discover

Amount Authorized to Charge: \$ _____

By signing this form, I understand that there will be a non-refundable credit card payment processing fee of 2.5% added to the total amount of the transaction. I understand if I do not wish to pay the credit card processing fee, I can either mail a check, or pay in person by cash, check, or money order. I certify that I am the cardholder and responsible for this payment in accordance with the issuing bank cardholder agreement. I further understand that I am responsible for any penalty fees that may be incurred if the credit card company denies my credit card payment.

Authorized Signature

X _____ Date: _____

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!

1. Credit Card Number: _____
2. Expiration Date: _____
3. Security Code*: _____
 *3-digit number found on the far right of the backside of VISA, MasterCard and Discover cards
 4-digit number found on the front right side of American Express card.

All 3 fields **MUST** be completed!

 This section will be destroyed after the payment is processed.