

Topic: Certified Copies Internal Process
 Question by: Kim Deochand
 Jurisdiction: Corporations Canada
 Date: May 29, 2017

Jurisdiction	Question(s)
	Do you issue Certified Copies of corporate documents? If so, a. Describe the process that clients must undertake to purchase Certified Copies. Explain the paper process and/or digital process (if any). b. Describe your internal process for certifying copies of corporate documents. Also, indicate: <ul style="list-style-type: none"> • Do you mark or stamp the document, or affix a page to the document being certified? • If there are multiple pages, do you mark or stamp every page? • If it is issued by paper, do you print on a special type of paper? Describe. • Any other comments regarding your process. c. Describe how the client receives the Certified Copy (email, PDF, digital, mail etc.)
Manitoba	
Corporations Canada	
Alabama	
Alaska	
Arizona	Arizona does issue certified copies of documents. This is currently a paper process (the request comes in on paper, the end product is paper). Prepayment is required. We issue a Certificate that is on regular copy paper, black-and-white, and does contain a copy of our seal and our Executive Director’s electronic signature. The staff member who generates the certificate will also sign in blue ink. One certificate per document copy, and individual pages of the document are not marked with anything. We will distribute the certified copy however the customer wants it – email, in person, etc. We are in the middle of development of a new system, and that will allow submission of the request electronically, and distribution to the customer electronically, but it won’t be an automatic process as you describe you are developing.
Arkansas	
California	
Colorado	

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Connecticut	
Delaware	
District of Columbia	<p>Customer can request certified copies of corporate filings online or in person. Online filers pay for their request online using credit card and specify the type of document requested. Staff will check our system and upload requested document and then send the request back to filer both by email and by storing copies under user’s web account. For walk-in requests customers pay by credit card and/or cash or check and get their certified copies while they wait (1 day service) or in 3 days (for 3 day expedited service).</p> <p>b. Describe your internal process for certifying copies of corporate documents. Also, indicate:</p> <ul style="list-style-type: none"> • Do you mark or stamp the document, or affix a page to the document being certified? Yes; we add certified copy top sheet to the filing document. • If there are multiple pages, do you mark or stamp every page? No. • If it is issued by paper, do you print on a special type of paper? Describe. No. • Any other comments regarding your process. <p>c. Describe how the client receives the Certified Copy (email, PDF, digital, mail etc.)</p> <p>Depending on the type of request (web vs. walk-in) customer can get certified copies by email as pdfs (available to all customers or by paper for walk-in customers).</p>

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Florida	<p>Florida provides certified copy by written requests only. Not all pages are stamped. We attached a gold seal certificate to a copy of the document we make. Our certificate also has a water mark of our state seal behind the text of the certificates.</p> <p>The public can download and print any document free of charge from our website but they cannot get a certified copy.</p>
Georgia	
Hawaii	
Idaho	
Illinois	
Indiana	
Iowa	

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Kansas	<p>a. Describe the process that clients must undertake to purchase Certified Copies. Explain the paper process and/or digital process (if any). Customers must write, call, or Email and must prepay.</p> <p>b. Describe your internal process for certifying copies of corporate documents. Also, indicate:</p> <ul style="list-style-type: none"> • Do you mark or stamp the document, or affix a page to the document being certified? We stamp the last page. • If there are multiple pages, do you mark or stamp every page? No • If it is issued by paper, do you print on a special type of paper? No <p>Any other comments regarding your process.</p> <p>c. Describe how the client receives the Certified Copy (email, PDF, digital, mail etc.) By mail or walk-in.</p>
Kentucky	
Louisiana	<p>Yes we do offer certified copies of documents via paper or email. The certificate affixed to the certified copy contains a manifest and it has a list of every document that follows along with a page count of the document. We do not mark or stamp each page. All are printed on regular Xerox paper regardless of how order is placed. All of our certificates are in black and white regardless of how the order is placed.</p> <p>The certificate does contain a validation number whereby customer can go to our website and validate the document was issued by our office.</p> <p>If ordered online they retrieve the documents online or if ordered by paper certified copy is returned via mail.</p>

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Maine	
Maryland	
Massachusetts	
Michigan	

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<p>Minnesota</p>	<p>Do you issue Certified Copies of corporate documents? Yes</p> <p>If so,</p> <p>a. Describe the process that clients must undertake to purchase Certified Copies. Explain the paper process and/or digital process (if any). Certified copies can be obtained electronically when ordered online, by mail or personally coming to our office.</p> <p>Online Customer searches the business name online, click details to proceed and then click on “Order Copies”. This will bring to you to the filing history where you can select the specific filings date(s). You have the option to select non certified or certified copy request. Once you have completed the delivery information, it will direct you to pay with a credit card. All online copy orders will receive their fulfilled order electronically. You’re not required to sign in or log in to order copies online.</p> <p>Mail The customer can use the copy request form which can be found on our website or submit a written request. They have an option to receive the copies back by mail or email if an email address has been provided.</p> <p>Counter Customer will complete the copy request form available at the counter or submit their own written request. The copy requests is fulfilled while the customer wait. The customer can pay by cash, check or credit card.</p> <p>b. Describe your internal process for certifying copies of corporate documents. Also, indicate:</p> <ul style="list-style-type: none"> • Do you mark or stamp the document, or affix a page to the document being certified? No mark or stamp. A certified copy order will yield a Certificate of Record certificate along with copies of each filing associated with the certification. The Certification of Record certificate will list each filing’s date, filing type, filing number and the date the certified copies were issued. • If there are multiple pages, do you mark or stamp every page? No. • If it is issued by paper, do you print on a special type of paper? Describe. No special paper. The Certificate of Record certificate are printed in black and white. • Any other comments regarding your process.

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Mississippi	
Missouri	
Montana	<p>Montana does offer certified copies. They can be ordered online and printed off of our SIMS site, (certified or non-certified), or they can order by mail with the fee. They just look up the business name on our website, click copies, verify which filings they want, if they want them certified or not, pay by credit card and they can print off the copies.</p> <p>We don't do a walk-in as you wait service for copies, but they can be ordered at our front desk. We don't have a specific order form for copies, just a letter naming the company, folder ID and what they want a copy of is all the information we need.</p> <p>The copies that need an apostille for foreign countries will need a "wet" or original signature of the Secretary of State, or be signed by proxy for the secretary by an authorized deputy.</p> <p>If the copies are just to be certified, they are stamped with the legal language that these are certified to be correct copies and are signed by a deputy.</p> <p>All our documents are scanned and can be paid for and printed off by the customer from their own computer. The fee for copies is \$10/business name.</p>
Nebraska	
Nevada	<p>Nevada's certified copies are completed the same as Louisiana's and there is a verification on our website.</p> <p>The customer must request the order in writing at this time and the copies are not available online.</p>
New Hampshire	

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New Jersey	
New Mexico	
New York	
North Carolina	See additional comments below
North Dakota	
Ohio	
Oklahoma	
Oregon	
Pennsylvania	
Rhode Island	
South Carolina	
South Dakota	
Tennessee	
Texas	See additional comments below
Utah	Utah is like Florida, but we use a black stamp with no gold seal.
Vermont	
Virginia	

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Washington	
West Virginia	
Wisconsin	
Wyoming	

Additional comments:

NORTH CAROLINA:

Do you issue Certified Copies of corporate documents? Yes

a. Describe the process that clients must undertake to purchase Certified Copies. Explain the paper process and/or digital process (if any).

Call In

If they call into the service center, the client provides the name of the company, the document requested, and the caller's name and address.

Once the service center staff enters the order into the system, the caller must go online and pay for the certified copy before gaining access to the certified document.

Online

A customer can order a certified document directly online and make payment prior to gaining access to the certified document. Customers must have a login and password to place an order online. After they sign in and choose the entity, a listing of documents filed for that entity provided. They have the option to order a plan copy or a certified document, an option for Certificates of Existence are also provided.

b. Describe your internal process for certifying copies of Corporate documents. Also, indicate:

Call In

After an order has been called in, the service center staff, work within the system to place the order. They then e-mail the caller the invoice information for the caller to go online and make payment. After payment is made, the caller can access the document directly from the online invoice. Unpaid invoices are only available for 30 days. If they don't make payment within that time, they will need to re-order the document.

Custom Certificates

Not all certified documents are provided online. For example, Name Change Amendments which are required to be filed at the Register of Deeds Office. These need a 3" margin at the top of the page. Corporate documents which will need to be authenticated also are not available online. These type of documents will need to be called into the service center and prepared manually, however, the payment of the order is still online. All documents except the authentication documents are e-mailed and the authenticated documents are either picked up or mailed back to the caller.

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Do you mark or stamp the document, or affix a page to the Document being certified? A certificate page is affixed to the filed document.

. If there are multiple pages, do you mark or stamp every page?

No

- If it is issued by paper, do you print on a special type of paper? Describe. Certified documents for authentications uses special paper with a gold seal. All others are electronic and printed out by the customer.

- Any other comments regarding your process. The process is very user friendly. Since providing the certified copy online, the calls into the service center has dropped for orders.

c. Describe how the client receives the Certified Copy (email, PDF, digital, mail etc.)

Call In

They receive a link to pay the invoice. Once the invoice is paid, they have a direct link to access the document after payment.

Online

Once the payment is made, the document is available for them to view in their orders listing online.

TEXAS:

Texas provides Certified Copies of business entity records on file with our office. A person may order certified copies of a record by using our online system (SOSDirect), by calling our Certification Unit, by sending in a written request by fax or by email, and by personally coming to our office.

In Texas, we do not mark or stamp the copied document itself or each page of the document certified. We certify to copies by attaching an official certificate to the requested copy. This is the procedure used whether the person is requesting a certified copy of all or multiple documents filed by Corporation A or a certified copy of only one specific document filed by Corporation A. Of course, if the customer orders certified copies of documents that relate to multiple entities, then multiple certificates will be generated/issued.

If the certified copy request is fulfilled manually (i.e., not electronically), we generally attach (staple) the certificate to the document(s) copied and then return the order by regular mail. If the certified copy order is from a walk-in customer, we simply provide it to a customer who has submitted their order in person at the counter.

Orders placed on SOSDirect are emailed to the address provided by the customer in the Login Contact Information screen when using the SOSDirect online system. The certification that relates to the order and the copied documents are attached to the email as zipped .pdf files and are accessible to the customer for 14 days after the date of transmission of the email.

The official certificate issued by our office is not printed on special paper (i.e., there is no pre-printed gold seal or color seal). All our official Business Entity Record certificates are generated by our computer system, which uses the black and white image of the state seal and includes the electronic signature of the current Secretary of State. Consequently, all official certificates issued by our office appear the same whether you receive a certified copy by mail, in person, or electronically by email.

Approximately 93% of our certified copy and certificate of fact order requests are processed electronically through SOSDirect. If the document record requested has already been imaged/scanned into our computer system, the certified copy request is typically fulfilled and sent by email to the requesting customer within 2-3 hours. For more detailed information on how a customer requests orders online through SOSDirect, see our Web Orders FAQs.

The statutory fee for a certified copy of a business entity record is \$15 for the certification plus \$1 per page. Walk-in customers generally want their order requests expedited. In addition to the certification fees shown, a customer would pay a statutory expedite fee of \$10. Certified copy orders or orders for certificates of fact processed online through SOSDirect are not subject to an expedite fee.

Sincerely,

Carmen Flores, Director

Business & Public Filings Division

(512) 463-5588

FAX (512) 475-2781

Full text of email:

Good afternoon,

Do you offer Certified Copies to your clients?

We are revisiting our procedures on issuing Certified Copies of corporate documents.

Currently, clients of Corporations Canada must make a request in writing in order to order copies of corporate documents.

When the service becomes available online (fall 2017), clients will be able to purchase uncertified corporate documents from our Online Filing Centre and download the documents, making it faster and more efficient.

What is a Certified Copy?

A Certified Copy is copy of a corporate document that Corporations Canada certifies to be a true copy of the document maintained in the records of Corporations Canada.

The certification consists of a page affixed to the document being certified. This page indicates that the attached document is a true copy of the document maintained in the records of the Director and includes the Director General's signature, the official stamp, and date of the certification.

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- b. Describe your internal process for certifying copies of corporate documents. Also, indicate:
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 - If there are multiple pages, do you mark or stamp every page?

- If it is issued by paper, do you print on a special type of paper? Describe.
 - Any other comments regarding your process.
- c. Describe how the client receives the Certified Copy (email, PDF, digital, mail etc.)

Thank you.

Kim Deochand

Economic Analyst (Dev.), Corporations Canada

Innovation, Science and Economic Development Canada / Government of Canada

kim.deochand@canada.ca / Tel: 819-639-6053 / TTY: 1-866-694-8389

Analyste économique (Dev.), Corporations Canada

Innovation, Sciences et Développement économique Canada / Gouvernement du Canada

kim.deochand@canada.ca / Tél: 819-639-6053 / ATS: 1-866-694-8389