

## OATH OF OFFICE OR FACSIMILE SIGNATURE FILING

REQUEST FORM - MUST BE TYPEWRITTEN

### 1. DOCUMENT

Type of document (check one):  Oath of Office  Facsimile Signature Filing

Name/Title on document:

Office held:

Jurisdiction:

Most current date **OR**  Date range:

### 2. TYPE OF SERVICE

Indicate standard of service requested:

Regular **OR**  Expedite (add \$10 per copy to the regular fee)

Indicate number of copies:

**Regular fee**

**Fee if expedited**

Certified copy    Number of copies: \_\_\_\_\_    \$5.00 per copy    \$15.00 per copy

Photocopy only    Number of copies: \_\_\_\_\_    Free - email this form    \$10.00 per copy

Make checks payable to: Colorado Secretary of State

### 3. RETURN TYPE

Mail

Pickup

Email (Photocopy only)

### 4. PREPAID ACCOUNT

CO SOS Prepaid Account Number:

Job Number:

### 5. CONTACT INFORMATION

Name:

Phone:

Email:

Address:

City:

State:

Zip:

If you would like us to send back your document(s) using FedEx or UPS, a prepaid label must be included. Do not include our office name and/or address as the return address, or your document will be processed and returned by standard mail.

Tracking Number (Optional):

**Mail form with correct payment to:**

Colorado Secretary of State

1700 Broadway Ste 550

Denver, CO 80290

**Make checks payable to:** Colorado Secretary of State

**Include a separate check for each form submitted for filing.** If a document is rejected, this will allow us to return the check at the time of rejection (if applicable). The document can be corrected and resubmitted with the returned check.

**Checks must be written for the exact amount** or the document may be rejected and returned.

**Do not include this page with your filing.**