



# State of New Hampshire

## Department of State

Corporation Division  
107 North Main Street  
Concord, N.H. 03301-4989  
603-271-3246



## How to request a certificate

**Routine Certificate:** Fee \$5.00 (Your order will be processed within 7-14 business days from date of receipt)

**If you wish to place your certificate order by mail,** simply send a letter requesting the certificate with the following information:

- State the name of the entity you want to appear on the certificate
- Address where certificate is to be mailed
- Contact person's name
- Phone Number
- Enclose a check for \$5.00 made payable to State of New Hampshire

Mail your request to:  
Corporation Division  
N.H. Department of State  
107 North Main Street  
Concord, NH 03301-4989

**Expedited Certificate:** Fee \$30.00 (\$5.00 certificate fee and \$25.00 expedite fee)

**If you wish to come into our office to obtain an Expedited Certificate our physical address is:**

State House Annex, Room 317  
25 Capitol Street, 3rd Floor  
Concord, NH 03301

- We're open 8:30am-4:00pm Monday-Friday.
- If paying by cash – the exact amount of cash will be needed as we are unable to make change.
- If paying by check – please bring a check for \$30.00 made payable to State of New Hampshire.

If you have any question please call the Corporation Division Information Line, which is open from 8:00am - 4:30pm Monday- Friday.  
(603) 271-3246