



SCC21.2
(10/17)

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION
OFFICE OF THE CLERK
1300 E MAIN ST
RICHMOND, VA 23219
(804) 371-9733
1-866-722-2551 Toll-free in Virginia

Expedited Service Request Form

This form MUST be completed and placed on top of EACH document submission (so it can be readily identified as a request for expedited review and processing).

Name of Corporation or Company (etc.): _____ (Must be typed for Email option.)		SCC ID No. (if known): _____																								
Customer Contact Information: Name: _____ Company: _____ Address: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> _____ (city or town) _____ (state) _____ (zip code) </div> Telephone: (_____) _____ - _____ ext _____ Email: _____	Send Evidence of Expedited Filing By: (Choose <u>one</u>) <input type="checkbox"/> Email (Only available for Categories A, C and D) <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p style="text-align: center; margin: 0;">Two typed originals of this form <u>must</u> be submitted for Email option. See "Return of Evidence" in the Instructions.</p> </div> <input type="checkbox"/> Hold for Pickup (Available at 4:00 p.m.) <input type="checkbox"/> First-Class Mail <input type="checkbox"/> USPS Express Mail (Prepaid envelope required.) <input type="checkbox"/> Overnight via <input type="checkbox"/> UPS <input type="checkbox"/> Fed Ex <small>(Completed waybill required. For Fed Ex, the waybill must be computer-generated with a barcode.)</small>																									
<p style="text-align: center;">~~ See Information & Instructions for description of Categories. ~~</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Expedited Service Requested: <small>(mark service requested)</small></td> <td style="width: 40%; text-align: right;">*** Expedite Fee:</td> </tr> <tr> <td></td> <td style="text-align: center;"><small>*** (other fees may be needed – see footnote)</small></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Category A Expedite Business Entity Document listed in Schedule A</td> <td></td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Same Day Service (Received by 10:00 a.m.)</td> <td style="text-align: right; padding: 5px;">\$ 200</td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Next Day Service (Received by 2:00 p.m.)</td> <td style="text-align: right; padding: 5px;">\$ 100</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Category B Preliminary Review of Document listed in Schedule A</td> <td style="text-align: right; padding: 5px;">\$ 50</td> </tr> <tr> <td style="padding: 5px;"> (2nd Business Day Service Only – Received by 2:00 p.m.)</td> <td></td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> Resubmission within 30 Days of initial Pre-Review</td> <td style="text-align: right; padding: 5px;">(N/C)</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Category C Expedite Business Entity Document listed in Schedule C</td> <td style="text-align: right; padding: 5px;">\$ 50</td> </tr> <tr> <td style="padding: 5px;"> (Next Day Service Only – Received by 2:00 p.m.)</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Category D Expedite Application for Reinstatement</td> <td style="text-align: right; padding: 5px;">\$ 50</td> </tr> <tr> <td style="padding: 5px;"> (Next Day Service Only – Received by 2:00 p.m.)</td> <td></td> </tr> </table>		Expedited Service Requested: <small>(mark service requested)</small>	*** Expedite Fee:		<small>*** (other fees may be needed – see footnote)</small>	<input type="checkbox"/> Category A Expedite Business Entity Document listed in Schedule A		<input type="checkbox"/> Same Day Service (Received by 10:00 a.m.)	\$ 200	<input type="checkbox"/> Next Day Service (Received by 2:00 p.m.)	\$ 100	<input type="checkbox"/> Category B Preliminary Review of Document listed in Schedule A	\$ 50	(2 nd Business Day Service Only – Received by 2:00 p.m.)		<input type="checkbox"/> Resubmission within 30 Days of initial Pre-Review	(N/C)	<input type="checkbox"/> Category C Expedite Business Entity Document listed in Schedule C	\$ 50	(Next Day Service Only – Received by 2:00 p.m.)		<input type="checkbox"/> Category D Expedite Application for Reinstatement	\$ 50	(Next Day Service Only – Received by 2:00 p.m.)		<p style="text-align: center; font-weight: bold;">FOR OFFICE USE ONLY</p> <div style="display: flex; justify-content: space-between; align-items: center;"> I/O <input type="checkbox"/> <div style="border: 1px solid black; width: 80px; height: 40px; margin-left: 20px;"></div> </div>
Expedited Service Requested: <small>(mark service requested)</small>	*** Expedite Fee:																									
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*** Submit one payment for all applicable fees (e.g., charter/entrance, reinstatement, filing and expedite fees)

REVIEW THE INSTRUCTIONS BEFORE SUBMITTING THIS FORM.