



SCC21.2
(07/14)

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.): _____		SCC ID No. (if known): _____	
Customer Contact Information: Name: _____ _____ Address: _____ _____ <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 10%;"> (city or town) (state) (zip code) </div> Telephone: (____) _____ - _____ ext _____ Email: _____	Send Evidence of Expedited Filing By: (Choose <u>one</u>) <input type="checkbox"/> Email <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;"> Two duplicate copies of this typed form must be submitted for Email. <small>See "Return of Evidence" in the Instructions.</small> </div> <small>(Email is only available for Categories A, C and D.)</small> <input type="checkbox"/> Hold for Pickup (Available at 4:00 p.m.) <input type="checkbox"/> First-Class Mail <input type="checkbox"/> USPS Express Mail <small>(Prepaid envelope required.)</small> <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> Expedited Service Requested: <small>(mark service requested)</small> <input type="checkbox"/> Category A Expedite Business Entity Document listed in Schedule A <div style="margin-left: 20px;"> <input type="checkbox"/> Same Day Service (Received by Noon) \$ 200 <input type="checkbox"/> Next Day Service (Received by 4:00 p.m.) \$ 100 </div> <input type="checkbox"/> Category B Preliminary Review of Document listed in Schedule A \$ 50 <small>(2nd Business Day Service Only – Received by 4:00 p.m.)</small> <div style="margin-left: 20px;"> <input type="checkbox"/> Resubmission within 30 Days of initial Pre-Review (N/C) </div> <input type="checkbox"/> Category C Expedite Business Entity Document listed in Schedule C \$ 50 <small>(Next Day Service Only – Received by 4:00 p.m.)</small> <input type="checkbox"/> Category D Expedite Application for Reinstatement \$ 50 <small>(Next Day Service Only – Received by 4:00 p.m.)</small>		FOR OFFICE USE ONLY I/O <input type="checkbox"/>	

*** Submit one payment for all applicable fees (e.g., charter/entrance, reinstatement, filing and expedite fees)

REVIEW THE INSTRUCTIONS BEFORE SUBMITTING THIS FORM.