



New Mexico

Secretary of State

Business Services Division

325 Don Gaspar, Suite 300 · Santa Fe, NM 87501

(800) 477-3632 · www.sos.state.nm.us

REQUIREMENTS AND INSTRUCTIONS FOR RESERVING A CORPORATE NAME (53-8-7.1C AND 53-11-8 NMSA 1978)

FILING FEES: \$25 (Profit) or \$10 (Nonprofit). Payment of fees must be made by check or money order, made payable to the New Mexico Secretary of State.

DOCUMENT SUBMISSION ADDRESS: New Mexico Secretary of State, 325 Don Gaspar, Suite 301, Santa Fe, NM 87501. We accept regular/courier mail and walk-in submissions.

PURPOSE AND FILING: Submitting this application does **NOT** register the business name with the Office of the Secretary of State. The application merely holds the name for a period of 120 days and may be renewed upon the expiration of the 120 day period. If the incorporator(s) is ready to register the corporation name, this application is **NOT** necessary. A person or entity may file with the Secretary of State:

- 1) The signed original of the Application for Reservation of a Corporate Name
- 2) The applicable filing fee

EXECUTION OF DOCUMENTS: The Application for Reservation of a Corporate Name shall be executed by the applicant by entering his/her signature.

NOTE: The Business Services Division can only act in an administrative capacity. We cannot offer you legal advice or opinion on your particular filing. We recommend that you consult with your own attorney and accountant during the process of organizing your company.

Instructions

ITEM ONE: Enter the proposed corporate name. If the corporation is a profit, the name must contain the ending "corporation," "company," "incorporated," or "limited" or an abbreviation of one of the words.

ITEM TWO: Enter the applicant's mailing address, including the city, state and zip code.

ITEM THREE: Enter the applicant's name and signature.

DATE AND EXECUTION: Enter the date the document was executed (signed). The reservation must be signed by the applicant. The printed name and the capacity in which the person is signing must appear next to each signature.



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SUBMIT ORIGINAL
TYPE OR PRINT LEGIBLY
\$25 FEE-PROFIT
\$10 FEE-NONPROFIT

APPLICATION FOR RESERVATION OF A CORPORATE NAME

Pursuant to the provisions of the New Mexico Business Corporation Act and the New Mexico Nonprofit Act, the undersigned hereby applies for reservation of the following corporate name for a period of one hundred twenty (120) days:

Proposed Corporate Name: _____

Applicant's Mailing Address (Please include city, state and zip code):

Dated: _____

Name and Title of Applicant

Signature of Applicant



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DOCUMENT DELIVERY INSTRUCTION FORM

(You must have one Document Delivery Instruction Form for **each** filing being submitted. Please type or print legibly.)

Entity Name: _____

Mailing Address (Include city, state and zip code): _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

Please check how the documents are to be delivered

Will Pick Up

Mail to Address Above

IF YOU HAVE SELECTED TO PICK UP YOUR DOCUMENTS, OUR OFFICE WILL CONTACT YOU WHEN YOUR DOCUMENTS ARE COMPLETED AND READY FOR PICK UP. **DOCUMENTS WILL NOT BE HELD FOR MORE THAN 5 BUSINESS DAYS.** IF YOU HAVE NOT PICKED THEM UP WITHIN THAT TIME FRAME, THEY WILL BE MAILED TO THE ADDRESS LISTED ABOVE. PLEASE CONTACT OUR OFFICE AT 800-477-3632 AND NOTIFY US IF YOU ARE NOT ABLE TO PICK THEM UP WITHIN THAT TIME FRAME.

---THANK YOU