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

SCC21.2
(03/19)

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: _____

_____
(city or town) (state) (zip code)

Telephone: (_____) _____ - _____ ext _____

Email: _____

(All Letters in Email Address must be CAPITALIZED.)

Send Evidence of Expedited Filing By:
(Choose one)

☐ Email (Only available for Categories A, C and D)

Two typed originals of this form must be submitted for Email option.
See "Return of Evidence" in the Instructions.

☐ Hold for Pickup (Available at 4:00 p.m.)

☐ First-Class Mail

☐ USPS Express Mail (Prepaid envelope required.)

☐ Overnight via ☐ UPS ☐ Fed Ex
(Completed waybill required. For Fed Ex, the waybill must be computer-generated with a barcode.)

~~ See Information & Instructions for description of Categories. ~~

Expedited Service Requested:
(mark service requested)

***** Expedite Fee:**
***** (other fees may be needed – see footnote)**

☐ **Category A** Expedite Business Entity Document listed in Schedule A
- ☐ Same Day Service (Received by 10:00 a.m.) $ 200
- ☐ Next Day Service (Received by 2:00 p.m.) $ 100

☐ **Category B** Preliminary Review of Document listed in Schedule A $ 50
(2nd Business Day Service Only – Received by 2:00 p.m.)
- ☐ Resubmission within 30 Days of initial Pre-Review (N/C)

☐ **Category C** Expedite Business Entity Document listed in Schedule C $ 50
(Next Day Service Only – Received by 2:00 p.m.)

☐ **Category D** Expedite Application for Reinstatement $ 50
(Next Day Service Only – Received by 2:00 p.m.)

FOR OFFICE USE ONLY

I/O ☐

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

REVIEW THE INSTRUCTIONS BEFORE SUBMITTING THIS FORM.

American LegalNet, Inc.
www.FormsWorkFlow.com