



SCC21.2
(03/19)

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: _____ _____ (city or town) _____ (state) _____ (zip code) Telephone: (_____) _____ - _____ ext _____ Email: _____ (All Letters in Email Address must be CAPITALIZED.)		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;">Two typed originals of this form <u>must</u> be submitted for Email option. See "Return of Evidence" in the Instructions.</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 align="center">~~ See Information & Instructions for description of Categories. ~~</p> Expedited Service Requested: (mark service requested) *** Expedite Fee: *** (other fees may be needed – see footnote)		FOR OFFICE USE ONLY
<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		I/O <input type="checkbox"/>
<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.)		

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

REVIEW THE INSTRUCTIONS BEFORE SUBMITTING THIS FORM.