

There are 3 ways to obtain a certificate of good standing. A certificate of good standing may be ordered by mail, in office or online.

- 1) **By Mail:** Write a letter to NH Secretary of State, Corporation Division requesting the certificate. Be sure to include in the letter; a) the name of the business entity you need the certificate on; b) where you want the certificate to be mailed; and c) a check or money order for \$5. made payable to the State of NH. Mail your request to: Corporation Division, NH Sec. of State, 107 North Main Street, Room 204, Concord, NH 03301.

- 2) **In Office:** Our office is located at 25 Capitol Street, 3rd Floor, Concord, NH 03301. You may order the certificate and have it mailed to you for \$5. or you can leave our office with the certificate by paying an additional \$25. expedited fee in addition to the \$5. certificate fee. Our office accepts cash (exact change – we do not make change), check/money order made payable to the State of NH, credit card (VISA, MasterCard, Discover Card or American Express, there is a percent-based fee) or debit card (processed as credit there is also a percent-based fee).

- 3) **Online:** Through QuickStart. The website URL is <https://quickstart.sos.nh.gov>, which will bring you to the login page. If you do not have a QuickStart account, you will need to create one (the account is free). Once you have logged in or created an account, you will find yourself on the dashboard page. On the left side of the screen under "Business Services" you will find "Certificate of Good Standing"; follow the prompts. When it asks what type of good standing certificate, select **short form** and continue following the prompts which will take you to the payment screen. We accept VISA, MasterCard or Discover Card (*we cannot accept American Express online*). The certificate is \$5. plus a \$2. handling charge. Once the payment has been processed, your certificate will be on your dashboard under "Correspondence".