

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 BUREAU OF COMMERCIAL SERVICES  
 CORPORATION DIVISION  
 P.O. BOX 30054  
 LANSING, MI 48909-7554  
 (517) 241-6470

## EXPEDITED SERVICE REQUEST

### Instructions:

If you choose to utilize expedited services, submit a separate Expedited Service Request form for each document submitted via MICH-ELF, in person or by mail for which expedited service is being requested.

Expedited fees are in addition to the standard document fees and due when document is submitted.

For expedited service, it is suggested that you submit your document by fax using MICH-ELF fax filing service or bring it in to our office. Fax number is 517-636-6437 and our office is located at 2501 Woodlake Circle, Okemos MI.

First time MICH-ELF users requesting expedited service must obtain a MICH-ELF filer number prior to submitting a document for expedited service. Use form BCS/CD-901 to request a filer number.

Changes to information on MICH-ELF user's account must be submitted before requesting expedited service.

### Please initial the appropriate box for the level of service requested

1 Hour

2 Hour

Same Day

24 Hour

### Submitters Information:

Company Name (if applicable)	<b>SUBMITTER'S MICH-ELF FILER NUMBER</b>
Telephone (     )	Person submitting this request

### Document Information:

Name of Corporation, LLC or Limited Partnership	ID Number (existing entity)
Type of document (articles, amendment, etc.)	

Expedited Service Level	Fees	Type of Document	Deadline for receipt of document
1 Hour, same day	\$1,000.00	Any	4:00 PM EST or EDT
2 Hour, same day	\$500.00	Any	3:00 PM EST or EDT
Same day	\$100.00	Formation/qualification	1:00 PM EST or EDT
	\$200.00	For Any Existing Entity	1:00 PM EST or EDT
24 Hours	\$50.00	Formation/qualification	
	\$100.00	For Any Existing Entity	

### BUREAU USE ONLY

Agency Account	Amount	Date/Time Received	Receipt Num:
Profit Corporation (6813)			
Limited Liability Company (6814)			Check Num:
Nonprofit Corporation (6815)			
Limited Partnership (6816)			