

INSTRUCTIONS FOR POST INCORPORATION PAPERS

1. THE ENCLOSED FORM MUST BE COMPLETED IN ORIGINAL TRIPLICATE.
NO PHOTOCOPIES WILL BE ACCTEPED.
2. ADDRESS OF THE POST **MUST BE THE PHYSICAL ADDRESS**
NO PO BOX WILL BE ACCEPTED.
3. FILING FEE FOR NON-PROFIT ORGANIZATION IS \$25.00 MADE PAYABLE
TO **SECRETARY OF STATE OFFICE.**
4. MAILL ALL THREE (3) ORIGINAL FORMS TO DEPARTMENT
HEADQUARTERS, ALONG WITH THE \$25.00 CHECK OR MONEY ORDER.
5. AFTER INCORPORATION PAPERS HAVE BEEN PROCESSED AND
RETURNED TO HEADQUATERS, DEPARTMENT WILL FORWARD ONE SET
ONTO THE POST.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL DEPARTMENT HEADQUARTERS.