

AR SOSE System Manual

Version 4



Module: Notary, Apostille, and Facsimile Signature

Last updated on 2/5/2025



Arkansas Secretary of State
Cole Jester

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Creating an Online Account & Logging In

In order to apply to become a Notary, update your Notary records, or prepare documents to be authenticated by Apostille or Certification, you must create a free account in our online filing portal.

If you have created an account in our previous system prior to 1/25/2024, you will need to create a new account

You will need to click the Login button located at the top right hand corner of the online portal.





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From here you will be taken to the Arkansas Login page. If you have already created an account, login using your user email address and password.

A screenshot of the "Arkansas Login" form. It features a red header with the text "Arkansas Login". Below the header are two input fields: "User Email" with the placeholder "example@email.com" and "Password". To the right of the password field is a red "LOGIN" button. Below the login button are two links: "Forgot or Change Password?" and "Create an account" (highlighted in yellow).

If you have forgotten your password, you may click the link on this page and you will provide your email in order to receive a link to change your password.

If you have not previously created an account, select the Create an account hyperlink.

You will be directed the Create Arkansas Account page. Provide all of the required information on this page. You will also need to create a password with the requirements that are listed on this page.

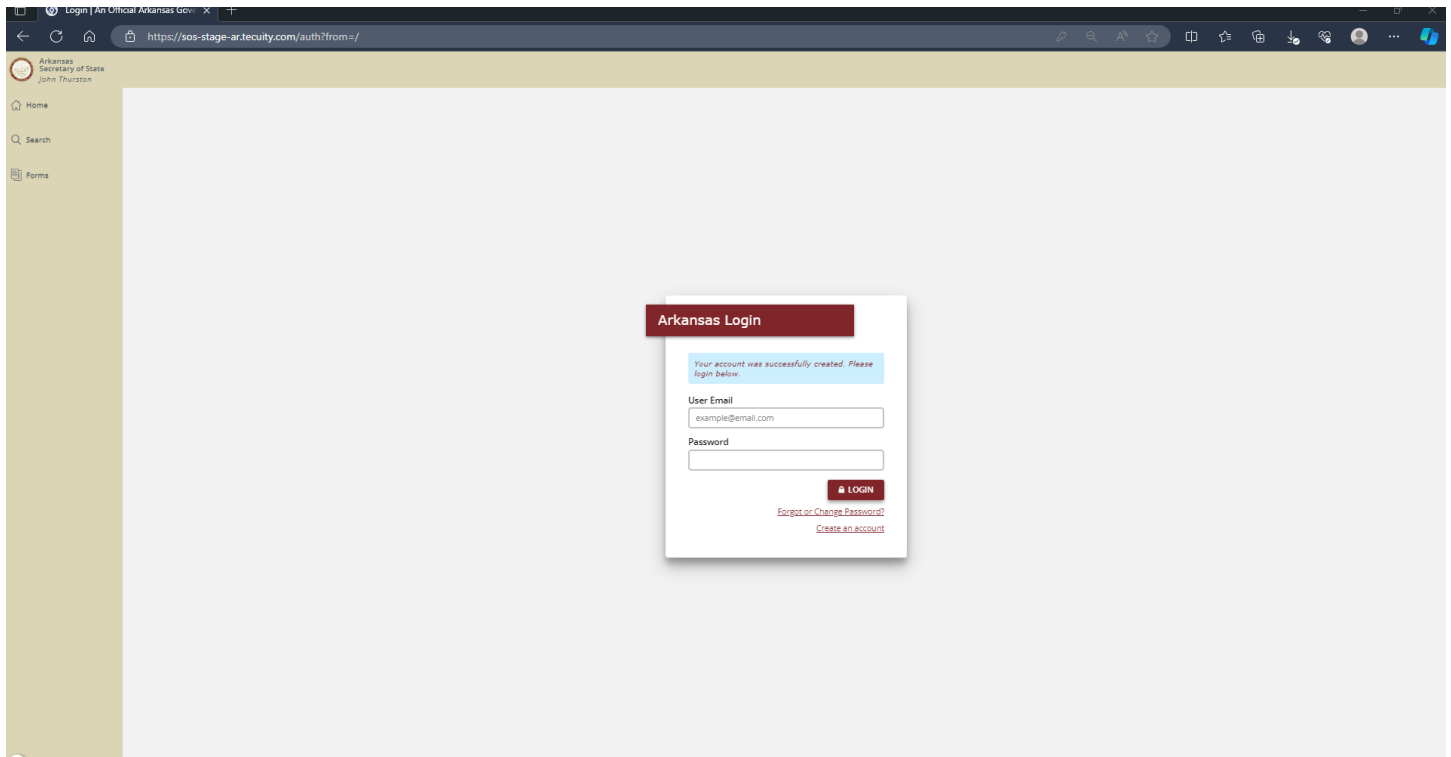
A screenshot of the "Create Arkansas Account" form. It features a red header with the text "Create Arkansas Account". Below the header are several input fields: "First name" (with "John" entered), "Last name" (with "Doe" entered), "Email" (with "example@email.com" entered), and "Phone" (with a placeholder "###-###-####"). Below these fields is a "Password" section with a list of requirements: "Must be at least 12 characters", "Must contain at least 7 uppercase letter", "Must contain at least one lowercase letter", "Must contain at least one number", and "Must contain at least one special character (?!@#\$%^&*~`|;{}<>?). Below the password requirements are two input fields: "Password" and "Confirm Password". At the bottom right is a red "CREATE ACCOUNT" button and a link "Login with existing account".

Your password expires in this system every 90 days. Once you are a week from your password expiring, you will receive email notification of the pending expiration.



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Once you have provided all of the information, you will select Create Account. This will bring you back to the Arkansas Login page where you will need to login with the credentials that you just created.



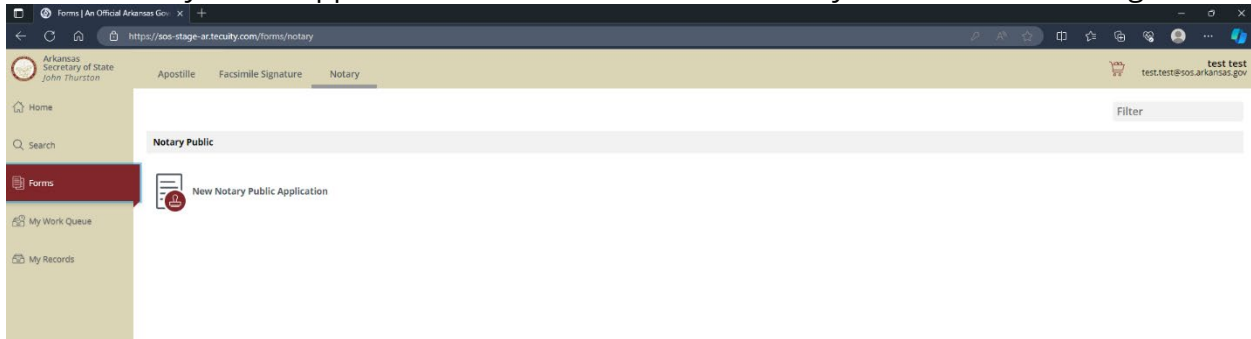
If you have questions, concerns, or issues, please contact our office at (501) 682-3409.



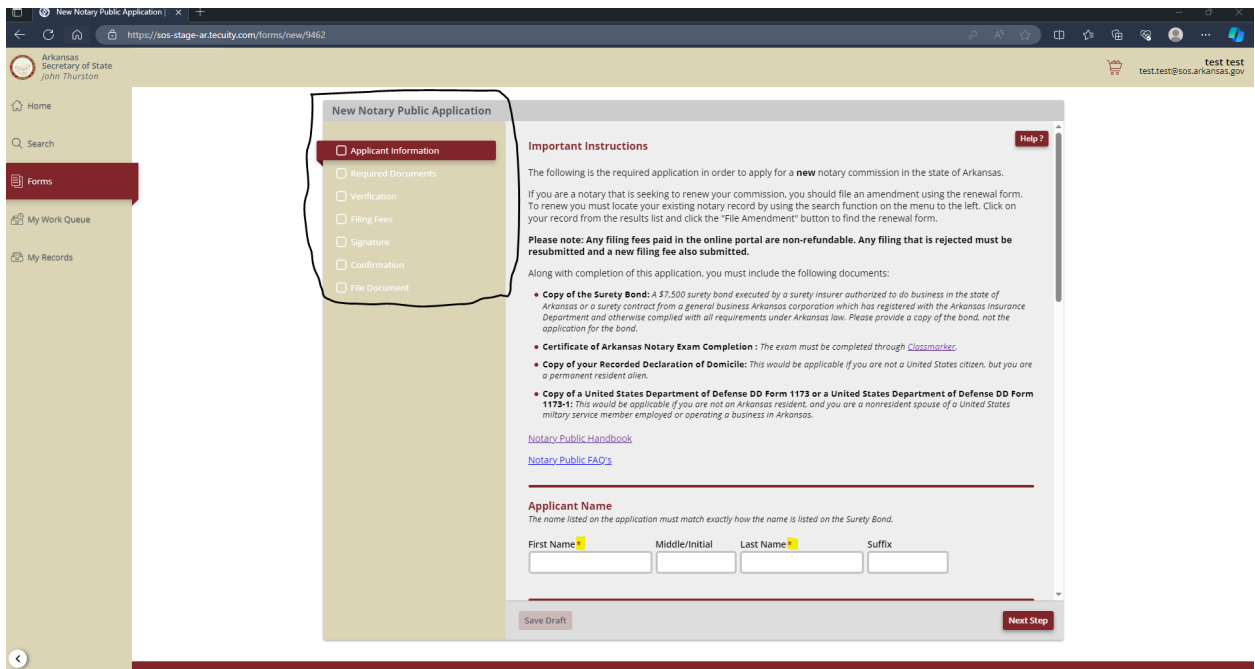
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New Notary Application (Web Filed)

Select the “New Notary Public Application” that is located in the Notary Tab of the Forms Page.



Provide all of the required information (indicated by a red asterisk (*)) in all sections of the form that are listed on the left of the application.



New Notary Application (Web Filed)



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You will be required to provide if you are an Arkansas resident. If you are not an Arkansas resident, you must meet the guidelines of the below listed options:

New Notary Public Application

- Applicant Information
- Required Documents
- Verification
- Filing Fees
- Signature
- Confirmation
- File Document

resubmitted and a new filing fee also submitted.

Along with completion of this application, you must include the following documents:

- **Copy of the Surety Bond:** A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. Please provide a copy of the bond, not the application for the bond.
- **Certificate of Arkansas Notary Exam Completion :** The exam must be completed through [Classmarker](#).
- **Copy of your Recorded Declaration of Domicile:** This would be applicable if you are not a United States citizen, but you are a permanent resident alien.
- **Copy of a United States Department of Defense DD Form 1173 or a United States Department of Defense DD Form 1173-1:** This would be applicable if you are not an Arkansas resident, and you are a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

[Notary Public Handbook](#)
[Notary Public FAQ's](#)

Applicant Name
The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name *	Middle/Initial	Last Name *	Suffix
Test		Test	

Applicant Residential Address
Enter the address of your residence. No PO Boxes are permitted.

Are you an Arkansas resident? *

Yes, I am an Arkansas resident.
 No, I am not an Arkansas resident.

Please select one: *

I am a legal resident of an adjoining state that is employed by or operating a business in Arkansas.
 I am a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

Address *

Save Draft Next Step




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If you select that you are not an Arkansas resident, you will be required to provide an Employer/Business address that is required to be an Arkansas address. If you select that you are not an Arkansas resident, you will have other documentation you will be required to provide our office. Please see our [Notary Handbook](#) for more information.

- Applicant Information
- Required Documents
- Verification
- Filing Fees
- Signature
- Confirmation
- File Document

Employer/Business Address
Enter your employers or business address. This must be provided if you are not an Arkansas resident.

Address* 

STE/APT/FL

Attention

City* State* ZIP code*

AR

County of Commission: *
This must match the county that is listed on your Surety Bond.

[Select an option]



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If there is an error on any part of the form, the form will highlight the section in red and there will be red text which describes the error.

The screenshot shows a web browser window with the URL <https://sos-stage-ar.tecuity.com/forms/new/5462>. The page title is "New Notary Public Application". On the left is a navigation menu with "Forms" selected. The main content area shows a form with a sidebar on the left containing a list of steps: "Applicant Information" (checked and highlighted in red), "Required Documents" (checked), "Verification", "Filing Fees", "Signature", "Confirmation", and "File Document". The "Applicant Information" section is highlighted in red and contains a red error message: "No, I am not an Arkansas resident." The form fields include "Address*" (500 Woodlark Ave), "STE/APT/FIL", "Attention", "City*" (Little Rock), "State*" (AR), "ZIP code*" (72201), and "County of Commission*" (Pulaski). Below this is the "Applicant Mailing Address" section, which is also highlighted in red and contains a red error message: "Please provide a full address to continue." The "Next Step" button is visible at the bottom right.

If the name provided in the "Applicant Information" step does not match the name provided in the "Required Documents" step, you will receive the following error:

The screenshot shows a red error message box titled "Applicant Name". The text reads: "The name listed on the application must match exactly how the name is listed on the Surety Bond." Below the text are four input fields: "First Name*" (Test), "Middle/Initial" (), "Last Name*" (Test), and "Suffix" (). Each field has a green checkmark icon to its right, indicating that the input is valid.

The screenshot shows the "Surety Bond" section of the "New Notary Public Application" form. The sidebar on the left shows "Applicant Information" and "Required Documents" checked, and "Verification", "Filing Fees", "Signature", and "Confirmation" unchecked. The "Surety Bond" section has a red error message: "A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law." Below the text is the instruction: "Enter your name as it appears on your Surety Bond." The form fields are "First Name*" (Test), "Middle/Initial" (A), "Last Name*" (Test), and "Suffix" (). The "First Name" field is highlighted with a blue border.

New Notary Application (Web Filed)



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It looks like there are some mistakes in the data you've entered. Please review each invalid step before continuing.

The name on your application must match exactly how your name is listed on your Surety Bond. Either correct the name on the application, or you must obtain a rider from the provider of your Surety Bond. In addition to exact spelling, please check for errant punctuation or spaces.

Save Draft Previous Step **File Online**

You will be required to provide a copy of your Surety Bond. A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. **This document must be in .PDF format.**

Surety Bond Company Name: *
State Farm Fire and Casualty Company ✓

Commission Start Date: *
This must match the date that is listed on your bond.
01/12/2024 ✓

Surety Bond Upload

Upload a Copy of Your Surety Bond - Must be .PDF format * i

BONDTEST.pdf



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You will also be required to provide a Certificate of Arkansas Notary Exam Completion. This exam must be completed through [Classmarker](#).

Certificate of Arkansas Notary Exam Completion Upload

The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below.

Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format * !

✕ CERTTEST.pdf

Save Draft Previous Step Next Step

You will be required to sign the application electronically. This electronic signature will be a typed signature and will need to match the name on the Applicant Information step and in the Required Documents step.

Secretary of State
John Thurston

test.test@sos.arkansas.gov

New Notary Public Application

- Applicant Information
- Required Documents
- Verification
- Filing Fees
- Signature**
- Confirmation
- File Document

Signature *

Date * Today

I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.*

Please verify the name you list on the signature line matches the name listed in the Applicant Information.

Save Draft Previous Step File Online

After all information has been keyed in and confirmed, you will select the File Online button where you will be redirected to the payment processor in order to pay the \$20 filing fee by debit/credit card.

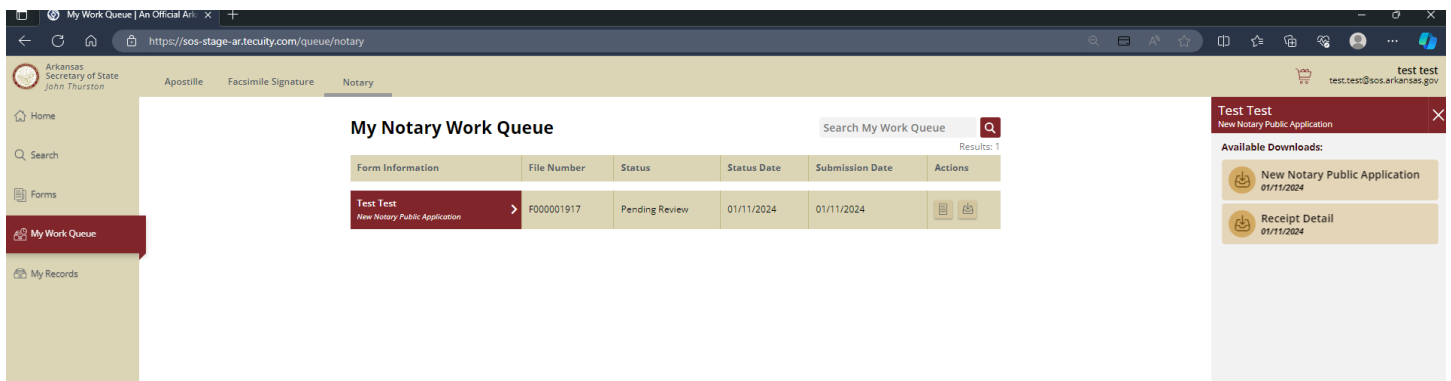
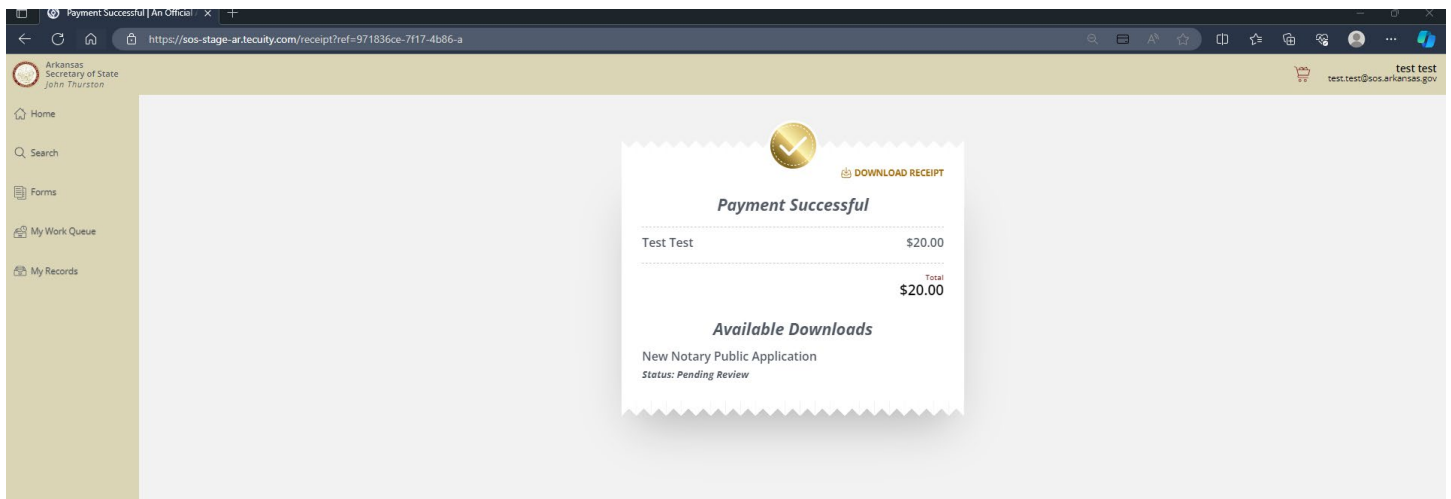
Save Draft Previous Step File Online

New Notary Application (Web Filed)



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After the payment has been submitted, you will have the ability to download the receipt. You will also be able track your filing's status and download relevant documents in the My Work Queue page.



New Notary Application (Web Filed)



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Notary Renewal Application – Web Filed

If a notary record is expired or 60 days from their commission expiring, they would be able to file the Renewal application online.

You can start the process of renewing by searching for your notary record in the public Notary Search, and clicking the File Amendment button.

The screenshot shows the 'Notary Search' interface. A search box contains 'test test'. Below it are search filters: 'Advanced Search' with options for 'Starts with', 'Contains', 'Exact' (selected), and 'Active Notarial Officer only'. There are also fields for 'City' and 'Service Type' (set to 'None'). A 'Search' button is visible. Below the filters is a table with 2 results:

Name	Commencement Date	Commission #	City of Residence	Notary Status
TEST TEST	7/12/2019 12:00 AM	12708043	Little Rock	Good Standing
Test Test	1/12/2024 12:00 AM	20000117	Little Rock	Good Standing

On the right sidebar, the 'File Amendment' button is highlighted with a red box. Other buttons include 'Request Certificate' and 'View History'. The sidebar also displays notary details for 'Test Test'.

In the list of Amendments, the Notary Public Renewal form will need to be selected.

The screenshot shows the 'File Amendment' modal window. It lists three options: 'Notary Public Amendment', 'Notary Public Renewal' (highlighted in yellow), and 'Lost or Stolen Stamp Notification'. The 'Notary Public Renewal' option includes a description: 'Use this form to renew your notary commission in the state of Arkansas. Be sure to have completed the Arkansas Notary Exam and have a copy of your Surety Bond.'

Renewal Application (Web Filed)



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Provide all of the required information (indicated by a red asterisk (*)) in all sections of the form that are listed on the left of the application.

Notary Public Renewal Help?

Applicant Information

Required Documents

Verification

Filing Fees

Signature

Confirmation

File Document

Important Renewal Instructions

The following is the required application in order to **renew** your notary commission in the state of Arkansas.

Please note: Any filing fees paid in the online portal are non-refundable. Any filing that is rejected must be resubmitted and the subsequent filing fee must be paid as well.

Along with completion of this application, you must include the following documents:

- **Copy of the Surety Bond with your new commission dates:** A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. Please provide a copy of the bond, not the application for the bond. You must obtain a Surety Bond for your new commission dates, the old Surety Bond will not suffice.
- **Certificate of Arkansas Notary Exam Completion:** The exam must be completed through [Classmarker](#). The exam must be taken and the certificate provided even if you are renewing your commission.
- **Copy of your Recorded Declaration of Domicile:** This would be applicable if you are not a United States citizen, but you are a permanent resident alien.
- **Copy of a United States Department of Defense DD Form 1173 or a United States Department of Defense DD Form 1173-1:** This would be applicable if you are not an Arkansas resident, and you are a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

[Notary Public Handbook](#)
[Notary Public FAQ's](#)

Applicant Information

The name listed on your renewal application must match exactly how the name is listed on your Surety Bond.

First Name *	Middle/Initial	Last Name *	Suffix
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Test"/>	<input type="text"/>

Commission Number:

Expiration Date:

You will be required to provide if you are an Arkansas resident. If you are not an Arkansas resident, you must meet the guidelines of the below listed options:

Applicant Residential Address

Enter the address of your residence. No PO Boxes are permitted.

Are you an Arkansas resident? *

Yes, I am an Arkansas resident.

No, I am not an Arkansas resident.

Please select one: *

I am a legal resident of an adjoining state that is employed by or operating a business in Arkansas.

I am a nonresident spouse of a United States military service member employed or operating a business in Arkansas.

Address *



Arkansas Secretary of State Cole Jester

If you select that you are not an Arkansas resident, you will be required to provide an Employer/Business address that is required to be an Arkansas address. If you select that you are not an Arkansas resident, you will have other documentation you will be required to provide our office. Please see our [Notary Handbook](#) for more information.

Employer/Business Address
Enter your employers or business address. This must be provided if you are not an Arkansas resident.

Address*
[Text Input Field] [Copy Icon]

STE/APT/FL
[Text Input Field]

Attention
[Text Input Field]

City* State* ZIP code*
[Text Input Field] [AR] [Text Input Field]

County of Commission:*
This must match the county that is listed on your Surety Bond.
[Select an option]

If there is an error on any part of the form, the form will highlight the section in red and there will be red text which describes the error.

No, I am not an Arkansas resident.

Address*
500 Woodlane Ave [Copy Icon]

STE/APT/FL
[Text Input Field]

Attention
[Text Input Field]

City* State* ZIP code*
Little Rock AR 72201

County of Commission:*
This must match the county that is listed on your Surety Bond.
Pulaski

Applicant Mailing Address
Enter your mailing address. If your mailing address is the same as your residential address, click the copy button to the right of the address line, and select your address.

Address*
[Text Input Field] [Copy Icon]

STE/APT/FL
[Text Input Field]

Attention
[Text Input Field]

City* State* ZIP code*
[Text Input Field] [AR] [Text Input Field]

Please provide a city address to continue

Save Draft Next Step

Search
Forms
My Work Queue
My Records

- Applicant Information
- Required Documents
- Verification
- Filing Fees
- Signature
- Confirmation
- File Documents



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If the name provided in the "Applicant Information" step does not match the name provided in the "Required Documents" step, you will receive the following error:

Applicant Name
The name listed on the application must match exactly how the name is listed on the Surety Bond.

First Name *	Middle/Initial	Last Name *	Suffix
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Test"/>	<input type="text"/>

Applicant Information
 Required Documents
 Verification
 Filing Fees
 Signature
 Confirmation

Surety Bond Help ?
A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law.

Enter your name as it appears on your Surety Bond.

First Name *	Middle/Initial	Last Name *	Suffix
<input type="text" value="Test"/>	<input type="text" value="A"/>	<input type="text" value="Test"/>	<input type="text"/>

! It looks like there are some mistakes in the data you've entered. Please review each invalid step before continuing.

The name on your application must match exactly how your name is listed on your Surety Bond. Either correct the name on the application, or you must obtain a rider from the provider of your Surety Bond. In addition to exact spelling, please check for errant punctuation or spaces.

Save Draft Previous Step **File Online**



Arkansas Secretary of State Cole Jester

You will be required to provide a copy of your Surety Bond. A \$7,500 surety bond executed by a surety insurer authorized to do business in the state of Arkansas or a surety contract from a general business Arkansas corporation which has registered with the Arkansas Insurance Department and otherwise complied with all requirements under Arkansas law. **This document must be in .PDF format.**

Surety Bond Upload

Upload a Copy of Your Surety Bond - Must be .PDF format * **i**

BONDTEST.pdf

You will also be required to provide a Certificate of Arkansas Notary Exam Completion. This exam must be completed through [Classmarker](#).

Certificate of Arkansas Notary Exam Completion Upload

The Notary Exam must be completed through [Classmarker](#). Once you have received your certificate, you must upload it below.

Upload the Certificate of Arkansas Notary Exam Completion - Must be .PDF format * **i**

CERTTEST.pdf

Save Draft Previous Step **Next Step**

You will be required to sign the application electronically. This electronic signature will be a typed signature and will need to match the name on the Applicant Information step and in the Required Documents step.

Search

Forms

My Work Queue

My Records

Applicant Information

Required Documents

Verification

Filing Fees

Signature

Confirmation

File Document

Signature * Date *

MM/DD/YYYY Today **i**

I, the undersigned, respectfully make application as an Arkansas notary public for a commission of ten (10) years and further state that the information contained in this application is true and correct.*

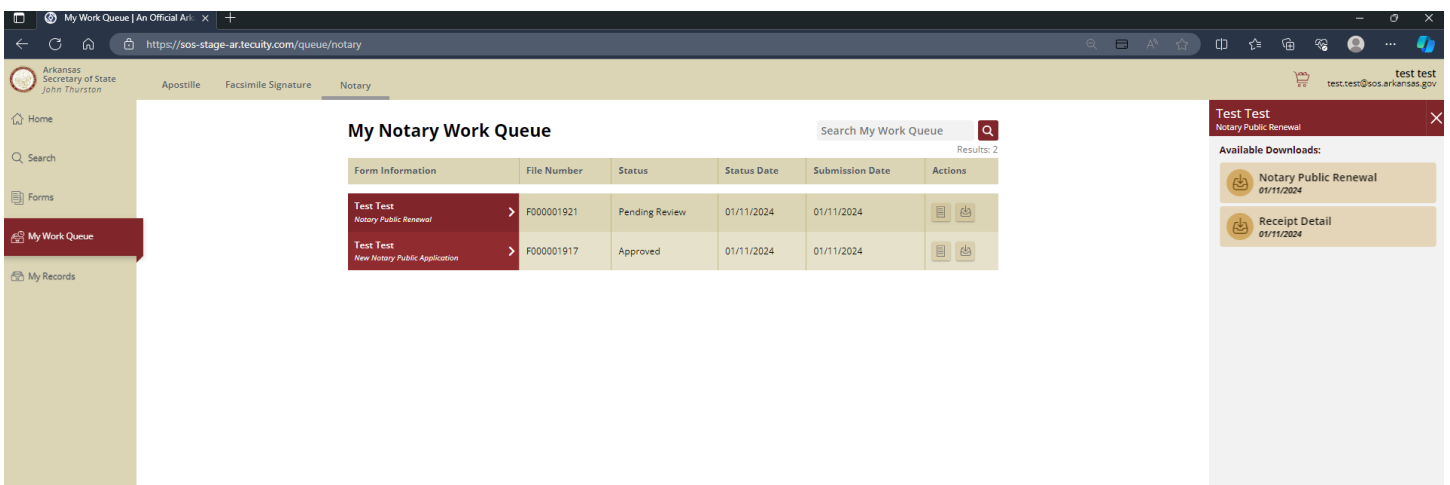
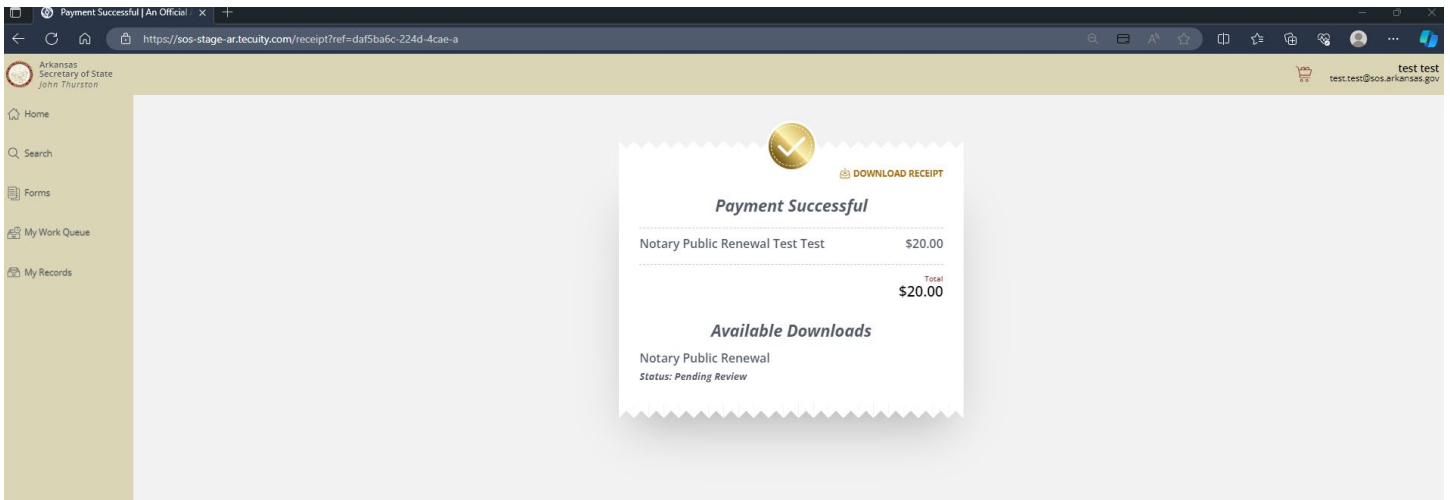
Please verify the name you list on the signature line matches the name listed in the Applicant Information.



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After all information has been keyed in and confirmed, you will select the File Online button where you will be redirected to the payment processor in order to pay the \$20 filing fee by debit/credit card.

After the payment has been submitted, you will have the ability to download the receipt. You will also be able track your filing's status and download relevant documents in the My Work Queue page.





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Notary Amendment (Web Filed)

If you are a Notary in Good Standing and you are needing to make an amendment to your address, email address, or phone number, you can do so online in our web portal.

If you need to amend your name as it is on file with our office, this cannot be filed online. You must complete the [paper application](#) and send it along with the certified name change documentation (marriage license, divorce decree, etc).

This can be mailed or dropped off to our office at the following address:

Business and Commercial Services
500 Woodlane Avenue, Suite 256
Little Rock, AR 72201

However, if you are needing to make an amendment to your address, email address, or phone number you can search for your notary record in the public Notary Search and select the File Amendment button.

The screenshot shows the 'Notary Search' interface on the Arkansas Secretary of State website. The search term 'test test' is entered in the search box. The 'Advanced Search' section has 'Exact' selected. Below the search box, there are fields for 'City' and 'Service Type' (set to 'None'). A 'Search' button and a 'Clear Filters' button are visible. The search results table shows two entries for 'TEST TEST' with commission numbers 12708043 and 20000117, both in 'Good Standing'.

Name	Commencement Date	Commission #	City of Residence	Notary Status
TEST TEST	7/12/2019 12:00 AM	12708043	Little Rock	Good Standing
Test Test	1/12/2024 12:00 AM	20000117	Little Rock	Good Standing

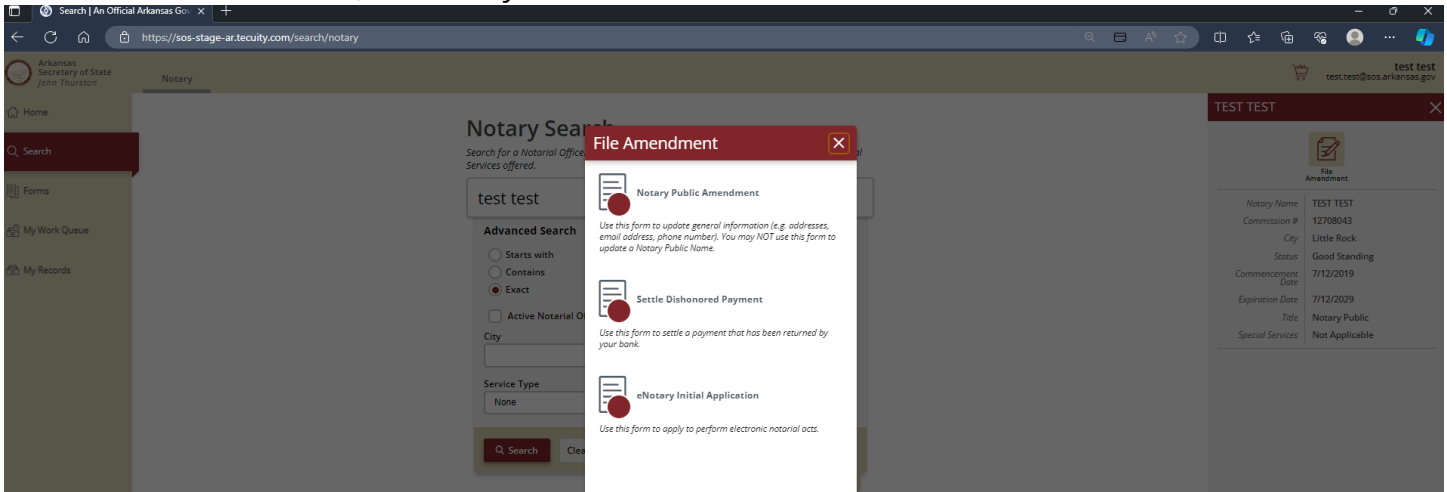
On the right side of the interface, there is a 'TEST TEST' panel with a 'File Amendment' button and a list of notary details:

Notary Name	TEST TEST
Commission #	12708043
City	Little Rock
Status	Good Standing
Commencement Date	7/12/2019
Expiration Date	7/12/2029
Title	Notary Public
Special Services	Not Applicable

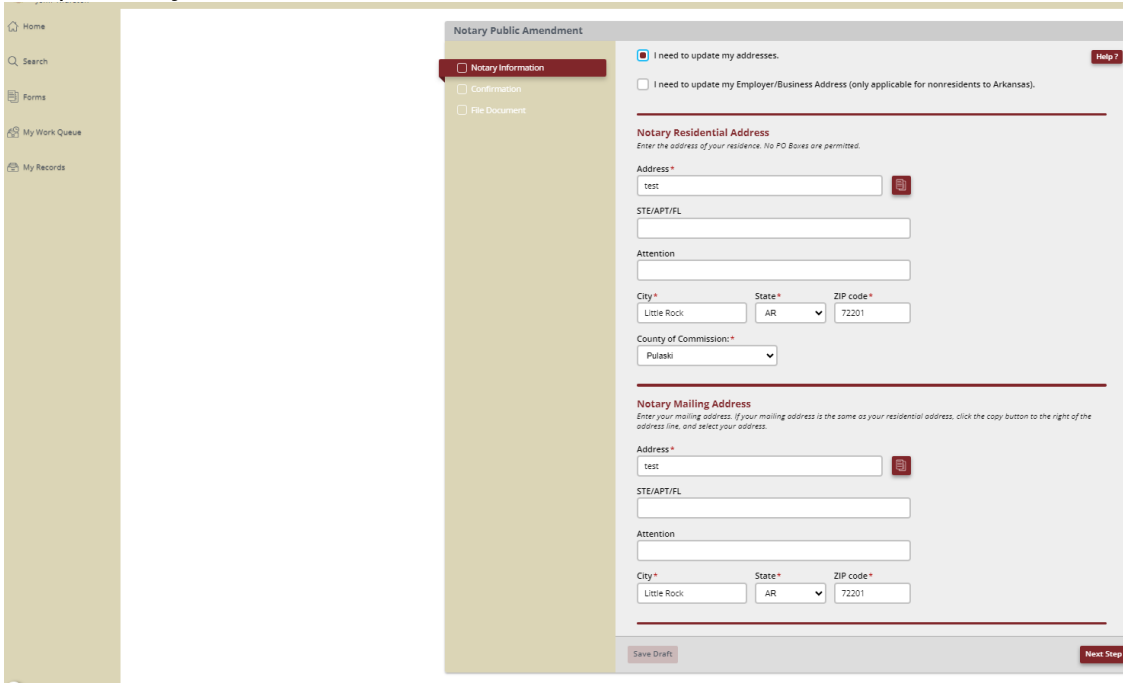


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In the list of Amendments, the Notary Public Amendment form will need to be selected.



If you are needing to amend your Residential or Mailing Address, you will check the box that says "I need to update my address."





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If you are an out of state resident needing to update your Employer/Business Address, you will check the box that says "I need to update my Employer/Business Address"

The screenshot shows a web browser window displaying the 'Notary Public Amendment' form. The browser address bar shows 'https://sos-stage-ar.ecuity.com/amend/9468/12708043'. The page header includes the Arkansas Secretary of State logo and the name 'John Thurston'. The form is titled 'Notary Public Amendment' and has a sidebar with options: 'Notary Information' (selected), 'Confirmation', and 'File Document'. The main content area contains the following fields and instructions:

- Notary Information**
 - Instruction: "you the do not or a certified copy of the original do not. You will then submit that documentation with the county clerk in the new county of commission." (with a 'Help ?' link)
 - Instruction: "You must purchase a new seal of office that reflects the new county of commission (if applicable). If you have any questions, please contact our office at (501) 682-3409."
 - Fields: First Name (TEST), Middle/Initial, Last Name (TEST), Suffix.
 - Commission Number: 12708043
 - Commission Expiration Date: 07/12/2029
 - Radio buttons: I need to update my addresses. I need to update my Employer/Business Address (only applicable for nonresidents to Arkansas).
- Notary Employer/Business Address**
 - Instruction: "Enter your employers or business address. This must be provided if you are not an Arkansas resident."
 - Fields: Address*, STE/APT/FL, Attention, City*, State* (AR), ZIP code*, County of Commission* (Pulaski).

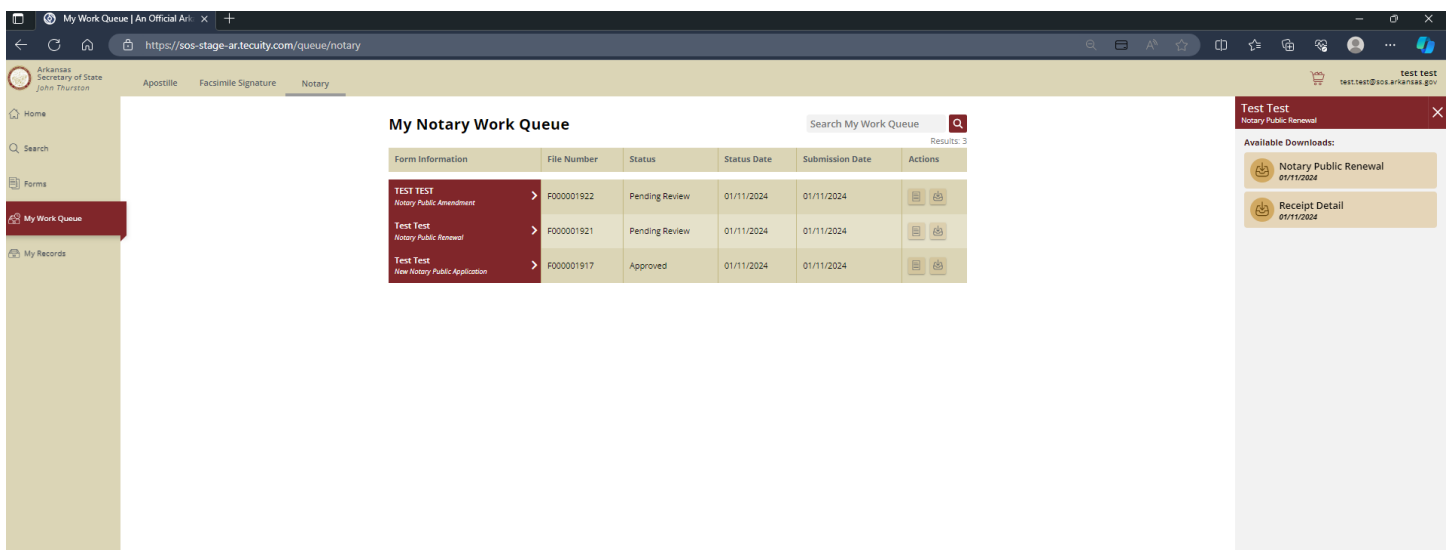
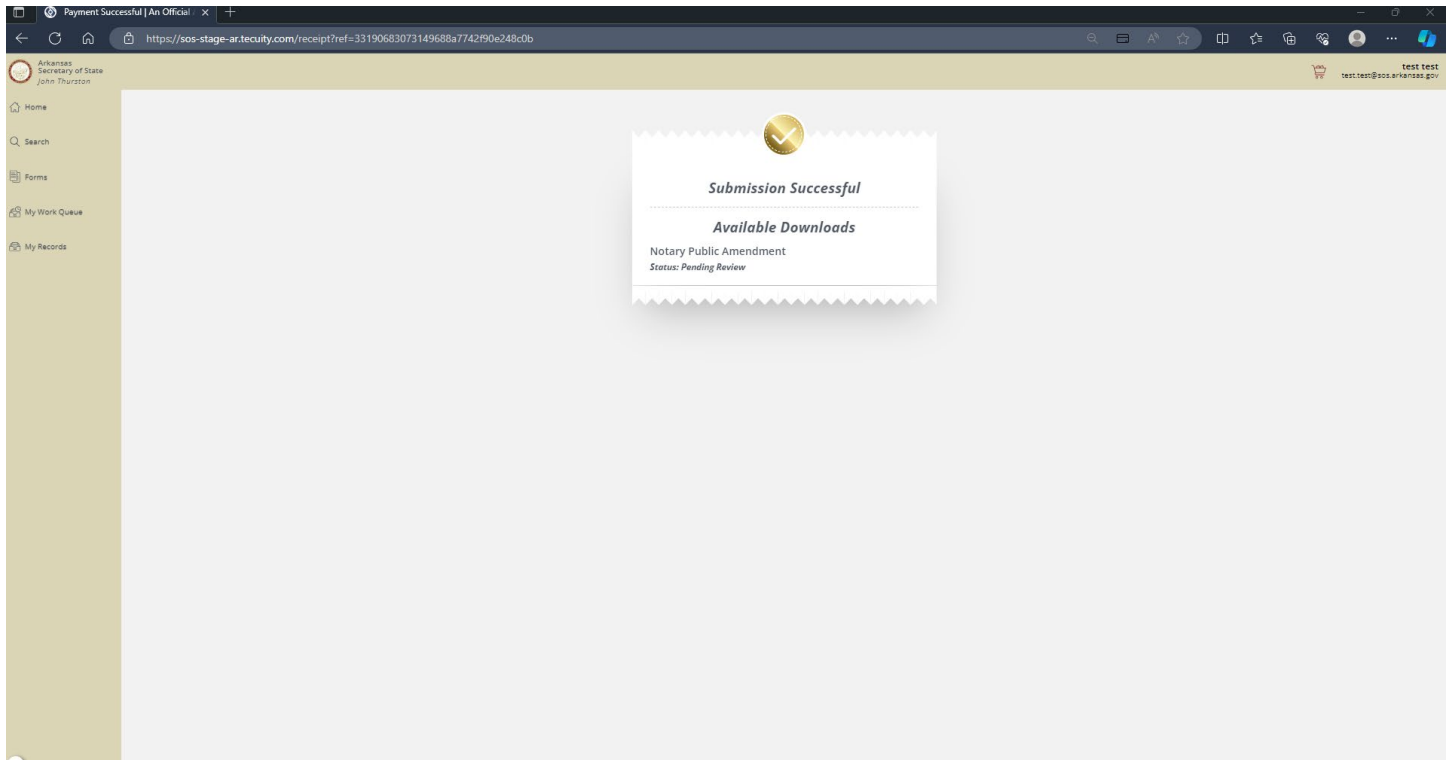
At the bottom of the form are 'Save Draft' and 'Next Step' buttons.

After all information has been keyed in and confirmed, you will select File Online.



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After the filing has been submitted, you will be able track your filing's status and download relevant documents in the My Work Queue page.



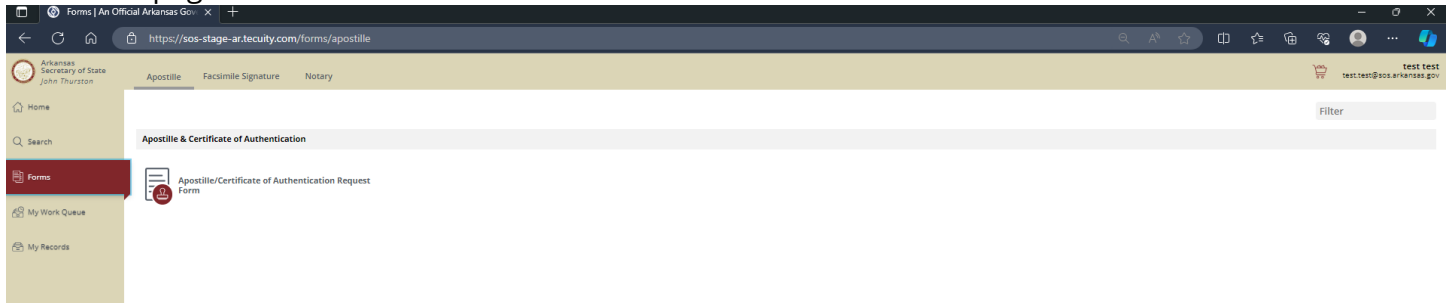
Notary Public Amendment Filings (Web Filed)



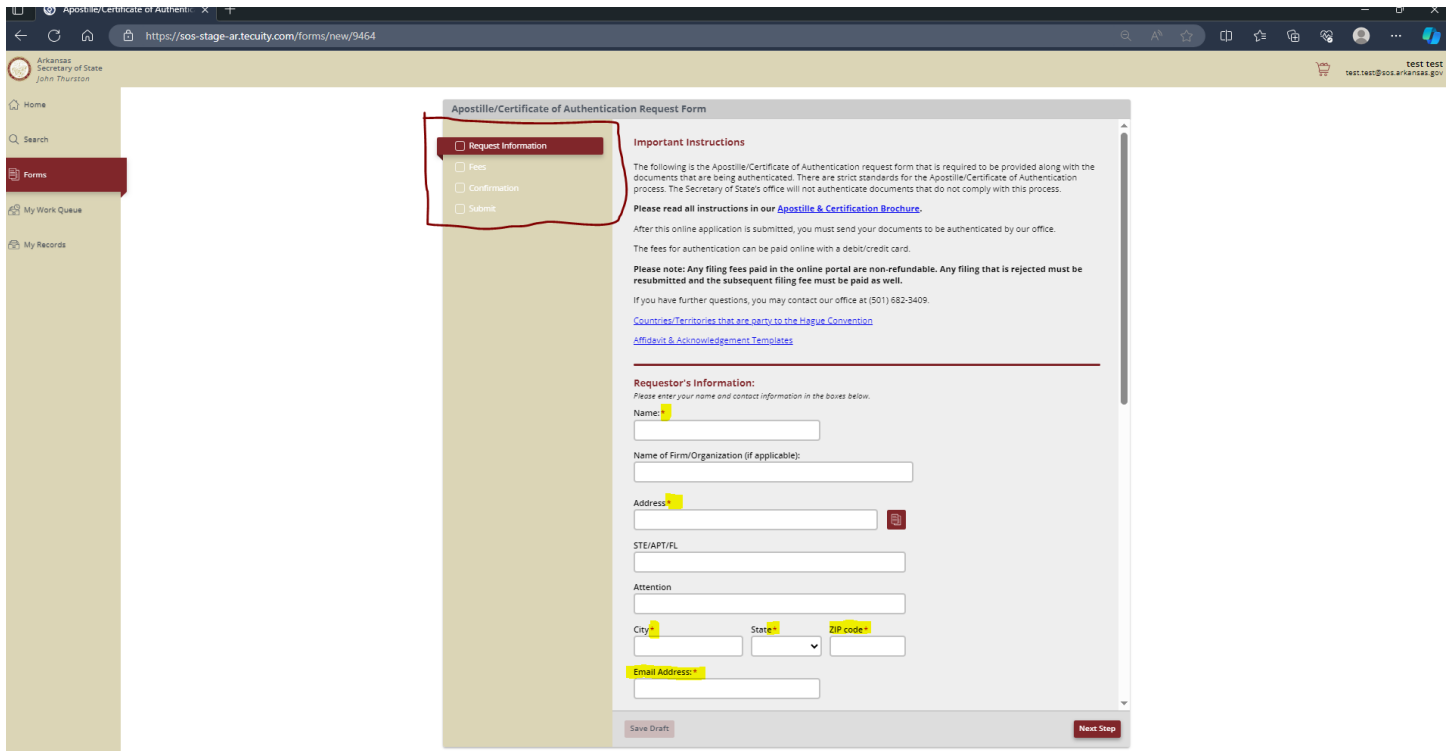
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Preparing an Apostille/Certification Filing Online

Select the "Apostille/Certification of Authentication Request Form" that is located in the Apostille tab of the Forms page.



Provide all of the required information (indicated by a red asterisk (*)) in all sections of the form that are listed on the left of the form.





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You will be required to provide the country that the documents you are sending into our office will be used in. This will determine whether you are obtaining an Apostille or a Certificate of Authentication.

This screenshot shows the 'Document Information' section of the web form. On the left is a navigation menu with 'Forms', 'My Work Queue', and 'My Records'. The main content area has a sidebar with 'Fees', 'Confirmation', and 'Submit'. The 'Document Information' section includes a heading, a sub-heading, and a dropdown menu for 'What country will your documents be used in?'. Below this are sections for 'Please affirm the following:' and 'Requested Document Type:'.

Once you have provided the country that the documents will be used in, you will be required to affirm the below statement and provide the requested document type.

This screenshot shows the 'Document Information' section with 'Mexico' selected in the dropdown menu. The 'Please affirm the following:' section now has a radio button selected for the statement: 'I affirm this country is a part of the Hague convention and an Apostille will be generated.' The 'Requested Document Type:' section lists various document types with radio buttons next to them.

Please provide the return instructions for the documents.

Our office needs to know who is submitting the documents in connection with this request form. If it's another firm or agency other than the individual submitting the request, please provide that information.

We also need to know how our office needs to send the documents back to the requestor. All of the options will be listed on the request form.

This screenshot shows the 'Return Instructions' section of the web form. It includes a heading, a sub-heading, and two sections of radio buttons: 'Please indicate who will submit the documents being authenticated to the Secretary of State:' and 'Delivery Instructions:'. At the bottom of the form are 'Save Draft' and 'Next Step' buttons.



Arkansas Secretary of State Cole Jester

IMPORTANT!! - After you have confirmed the information and are to the submit page, you have the option to pay the fees for the request online using a debit/credit card.

PLEASE NOTE! – Any filing fees paid in the online portal are non-refundable. Any filing that is rejected by our office must be resubmitted and the subsequent filing fee must be paid again.

If you are paying for the filing online with a credit/debit card, choose that option, AND click “Pay Online, then Print and Mail” as shown below.

The screenshot shows a web browser window displaying the 'Apostille/Certificate of Authentication Request Form' on the Arkansas Secretary of State website. The form is titled 'Apostille/Certificate of Authentication Request Form' and includes several sections:

- Payment Method:** A section with a heading 'Payment Method' and a sub-heading 'Choose a payment option: *'. It contains two radio buttons: 'Pay online (click pay, pay online, then print and mail below)' (which is selected) and 'Send in a check or money order with the application'. Below this is a note: 'Please note: Any filing fees paid in the online portal are non-refundable. Any filing that is rejected must be resubmitted and the subsequent filing fee must be paid as well.'
- Print and Mail:** A section with a heading 'Print and Mail' and a sub-heading 'By selecting "File Online," you are submitting an apostille or authentication request to the Secretary of State's office.' It contains instructions on how to complete the request, including mailing documents by USPS or dropping them off at the office. It also provides the office's address: 'Arkansas Secretary of State, Business and Commercial Services, 1401 West Capitol Avenue, Suite 250, Little Rock, AR 72201'. It mentions that a pre-paid return envelope or shipping label may be provided with the documents and that a pre-paid shipping label may be emailed to 'corprequest@sos.arkansas.gov'. It also states that if there is no return envelope or pre-paid shipping label provided, the Secretary of State's office will return the documents via standard mail to the provided mailing address. It includes a contact number: 'If you have any further questions, you may contact our office at (501) 682-3409.' There is a button labeled 'Pay Online, then Print and Mail'.
- Verification:** A section with a heading 'Verification' and two checkboxes: 'I have read and agree to the terms of this online submission.*' and 'I understand it is my responsibility to send my documents to the Secretary of State's office.*'. Both checkboxes are unchecked.

The form also includes a 'Submit' button and a 'Save Draft' button. The browser address bar shows 'https://sos-stage-ar.tecudy.com/forms/new/9464'.

You also have the option to send in a check or money order with the request form and the documents that are sent to our office.

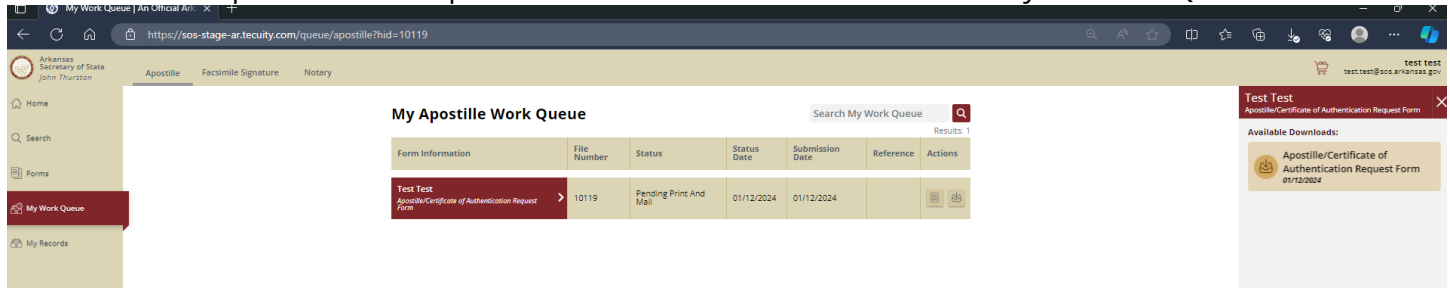
Once you have verified all of the information is correct and are ready to submit, select Print and Mail at the bottom of the page.



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After you have submitted the request form online, in order to complete your request, you need to complete the following steps.

You will need to print off the Request Form. This can be downloaded from your Work Queue.



You will need to send your Request Form and your documents to be authenticated to our office. We would recommend that you send it by expedited shipping through FedEx or UPS. You may also mail the documents by USPS or you may drop them off to our office.

You will need to send them to the address below:

Arkansas Secretary of State
Business and Commercial Services
1401 W Capitol Avenue, Suite 250
Little Rock, AR 72201

A pre-paid return envelope or shipping label may be provided with the documents that are submitted to our office. You may also email a pre-paid shipping label to our office at corprequest@sos.arkansas.gov.

If there is no return envelope or pre-paid shipping label provided, the Secretary of State’s office will return the documents via standard mail to the provided mailing address. There will be no tracking or delivery status provided after it has left our office if it is sent in this manner. Our office is not responsible for lost documents.

You can track the status of your request in your Work Queue. If the documents are approved or rejected, you will receive email notification of that status.