



**Tennessee  
Department of State**

**Division of Business Services**

**Corporate Filing & Information  
Services**

**Secretary of State**

The Corporate Filing and Certifications Units of the Division of Business Services provide the following services:

### **Document Filing**

The Corporate Filing Unit files and maintains documents required or permitted to be filed with the Division under:

- *The Tennessee Business Corporation Act* (For-Profit Corporations)
- *The Tennessee Nonprofit Corporation Act* (Nonprofit Corporations)
- *The Tennessee Limited Liability Company Act* (Limited Liability Companies)
- *The Tennessee Revised Uniform Limited Partnership Act* (Limited Partnerships)
- *The Tennessee Revised Uniform Partnership Act* (Limited Liability Partnerships and certain General Partnership documents)

### **Forms & Fee Schedules**

The Division of Business Services provides forms for many filings under the statutes mentioned above.

The use of these forms is encouraged to ensure that all of the statutory requirements for filing are met. However, the use of these forms (other than the annual report form) is NOT mandatory; any document properly executed that meets all of the statutory requirements will be accepted for filing.

Forms and fee schedules may be obtained by contacting our office (see contact information below). These forms are also available on our internet website which may be accessed via the Secretary of State's home page at:

**<http://www.state.tn.us/sos/>**

## **Filing Guides**

Filing guides for for-profit corporations, nonprofit corporations, limited liability companies, limited partnerships, limited liability partnerships, and general partnerships may be obtained by contacting our office (see contact information below). These filing guides are also available at our website.

## **Database Information**

The Division of Business Services maintains certain business information on its database (such as business name, principal office address, registered agent and address, and business status).

Database information is available at our website via our online Business Information and Business Name Availability searchable databases. In addition, telephone inquiries for database information may be made from 8:00 a.m. until 4:30 p.m. (CST) Monday – Friday, by calling (615) 741-2286.

## **Certification Services**

Three types of certification services are provided by the Certifications Unit:

- *Certificates of existence or authorization* certifying that a business is in existence or is authorized to transact business in Tennessee and is in good standing;
- *Certificates of fact* certifying certain facts concerning mergers and name changes; and
- *Certified copies* of documents on file with the Division of Business Services.

Requests for certification services must be in person or by mail; FAX, e-mail and telephone requests cannot be accepted.

The appropriate certification fee must be paid at the time certification services are requested.

The number to call for information about certification services is (615) 741-6488.

### **Counter Service**

Customers may obtain corporate filing and information services in person during regular business hours (8:00 a.m. until 4:30 p.m. (CST) Monday - Friday). The Division is located on the 6<sup>th</sup> floor of the William R. Snodgrass Tower, 312 Eighth Avenue North, Nashville, TN. Directions to our office are available on our website.



### **Mailing Address**

**State of Tennessee  
Department of State  
Division of Business Services  
312 Eighth Avenue North  
6<sup>th</sup> Floor, Wm R. Snodgrass Tower  
Nashville, TN 37243**

### **Telephone Number**

For other assistance on corporate filing and information, please contact us at:

**(615) 741-2286**

### **E-Mail Address**

**Business.Services@state.tn.us**

**Fax Number**  
**(615) 532-9870**

**Website**  
**[www.state.tn.us/sos](http://www.state.tn.us/sos)**

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