

To obtain a **CERTIFICATE OF GOOD STANDING** from the State Bar of Michigan, follow the directions below carefully. Accuracy assures that your request will be processed quickly.

### **NORMAL PROCESSING: (ALLOW 3-5 BUSINESS DAYS FOR PROCESSING)**

- \$10 per certificate
- Certificate(s) mailed by U.S. Postal Service.
- **ORDERING OPTIONS:**
  - Online by credit card. Log on at [e.michbar.org](http://e.michbar.org), click on Certificate of Good Standing (listed below SBM Store link)  
--or--
  - By fax. Fax completed request form with credit card information to **(517) 316-7254**.  
--or--
  - By mail. Send completed request form with check to the State Bar of Michigan, Attn: Member Services, 306 Townsend St., Lansing, MI 48933-2012.

### **RUSH PROCESSING: (ALL RUSH REQUESTS RECEIVED BY NOON WILL BE PROCESSED THAT DAY)**

- \$10 per certificate, plus \$10 one-time rush processing fee.
- Order by fax only. Fax completed request form with credit card information to **(517) 316-7254 by noon**. Online payment for rush processing is not available at this time.
- **DELIVERY OPTIONS:**
  - By U.S. Postal Service (no additional shipping fees).  
--or--
  - Pick up in person at the State Bar of Michigan building. Pickups are available after 2:30 p.m. The completed request form must be faxed by noon prior to pickup (no additional shipping fees).  
--or--
  - By UPS Next Day Air (standard delivery) or Fed Ex Priority Overnight (AM delivery). \$20 shipping fee applies to UPS Next Day Air; \$30 shipping fee applies to Fed Ex Priority Overnight deliveries. For International Overnight shipments, please call Member Services at 888-SBM-ForU for a quote.

### **SPECIAL HANDLING:**

- Fax or e-mail copy of your certificate (no additional fees)
  - Specify “fax copy” or “email copy” with contact information in the “special handling” section of the request form.
  - All emailed certificates will be watermarked “not an original document.”
- Notarized certificate(s) (no additional fees)
  - 1-2 additional business days to process; total processing time is 5-7 business days.
  - Specify “notarized certificate(s) needed” in the “special handling” section of the request form.

For additional questions, please contact Member Services at (888) SBM-ForU or (888) 726-3678.

**PLEASE NOTE:** Paperwork stating your certificate needs to come “from the highest court” requires you to obtain a certificate from the Michigan Supreme Court Clerk’s Office. Please contact them at (517) 373-0121 for more information.



# CERTIFICATE OF GOOD STANDING Request Form

**PLEASE NOTE:** To request a certificate for a **corporation**, contact the Michigan Department of Labor and Economic Growth at (517) 241-6470.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Michigan attorney #: **P** \_\_\_\_\_

Address: \_\_\_\_\_  
(where certificate should be sent) \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number of person requesting certificate: \_\_\_\_\_

**NUMBER OF CERTIFICATE(S) OF GOOD STANDING** \_\_\_\_\_ x \$10 = \$ \_\_\_\_\_

**Normal Processing** (U.S. Mail, 3-5 business days) \$ \_\_\_\_\_ - 0 -

**Rush Processing** (\$10 one-time rush fee applies) \$10 = \$ \_\_\_\_\_

US Mail (1 business day) \$0 = \$ \_\_\_\_\_ - 0 -

Pick up at State Bar office after 2:30 p.m. \$0 = \$ \_\_\_\_\_ - 0 -

UPS Next Day Air (standard delivery) \$20 = \$ \_\_\_\_\_

Fed Ex Priority Overnight (AM delivery)\* \$30 = \$ \_\_\_\_\_

\*For International Overnight delivery, call Member Services at 888-SBM-ForU for a quote.

**TOTAL COST = \$** \_\_\_\_\_

### PAYMENT METHOD

### SPECIAL HANDLING INSTRUCTIONS:

Check #: \_\_\_\_\_ (payable to State Bar of Michigan)

Credit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Visa or MasterCard

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_

*(Required for credit card payments)*