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 GOVERNMENT OF THE DISTRICT OF COLUMBIA
 MURIEL BOWSER, MAYOR

**District of Columbia Government
 Corporations Division**

**Mail-in Filing Cover Letter
 Form EX-2, Ver. 1, October 2022**

This form is to be used with all mail-in filings. This form will designate email address for delivery of filing evidence for the corresponding filing.

Service Types / Turnaround	Filing Fees
All Mail-in Filings	Various Fees based on filing type

1. Customer's Name

2. Customer's Mailing Address

3. Customer's E-mail (default document delivery)

4. Customer's Phone Number

5. Organization (Entity) Name or Trade Name and type of filing (ex. Articles of organization for ABC LLC)

6. Email Address for Document Delivery of Filing Evidence (if different from customer's email)

7. Additional Information / Instructions

Mail all forms and required payment to:
 Department of Licensing and Consumer Protection
 Corporations Division
 PO Box 92300
 Washington, DC 20090
Phone: (202) 442-4432

Many corporate filings are available online.
 Go to our CorpOnline site at <https://corponline.dlcp.dc.gov> and sign in with Access DC to proceed.
 Online filings are paid by credit card.