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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. 2, September 2023**

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

<p><b>Mail all forms and required payment to:</b>          Department of Licensing and Consumer Protection          Corporations Division          PO Box 712300          Philadelphia, PA 19171-2300  <b>Phone: (202) 442-4432</b></p>	<p><b>Many corporate filings are available online.</b>           Go to our CorpOnline site at <a href="https://corponline.dlcp.dc.gov">https://corponline.dlcp.dc.gov</a> and sign in with Access DC to proceed.           Online filings are paid by credit card.</p>
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