



How to Search the Corporations Database on the Massachusetts Secretary Of State Website

For MA filings, search [the Corporations database](#) to locate or verify an entity's ID Number and/or corporate filings, including annual reports, certificates of organization, certificates of consolidation, certificates of merger, and statement of change of resident agent/resident office etc.

- 1) Navigate to [the Corporations database](#)
- 2) **Search for a Business Entity:** enter the Entity Name and select "Search Corporations."
 - a. Note that the entity name must be spelled correctly or must be exactly spelled as it was filed with the Secretary of State, otherwise it will not appear in the search.

 The screenshot shows the website interface for the Corporations Division. At the top, there is a header for the Secretary of the Commonwealth of Massachusetts, William Francis Galvin, with a search bar. Below this is a navigation menu with icons for Popular Features, Departments, News & Events, Records, Publications, Services, Learning, and About Us. The main content area is titled "Corporations Division" and contains a "Search for a Business Entity" section. This section includes a note that links open in a new tab, and links for "Legal Information, Disclaimers, Policies" and "Search assistance...". Under "Search by:", there are radio buttons for "Entity Name" (selected), "Individual Name", "Identification Number", and "Filing Number". Below this is a "Search by entity name (Company, LP, LLP, LLC, etc.)" section with an "Enter name:" text input field, a "Search type:" dropdown menu set to "Begins with", and a "Display number of items to view:" dropdown set to "25 items per page". At the bottom of the search area are "Clear search fields" and "Search Corporations" buttons.

- 3) **Business Entity Results:** verify that the Entity ID Number and Address matches the appropriate Entity name you have searched for.
 - a. Select the appropriate entity by clicking on the Entity Name listed in blue.
 - b. If the entity that you are searching for does not appear, click on "New Search" and repeat Step 2 again.

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Corporations Division

Business Entity Results

Number of records: 1 [Print results](#)

Entity Name	ID Number	Old ID Number	Address
AMERICA	200		, MA USA

[New Search](#)

- 4) **Business Entity Summary:** review the summary and scroll down to “View filings for this business entity:” and select “ALL FILINGS”
- 1) Click on “View filings”

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Corporations Division

Business Entity Summary

ID Number: 200 [Request certificate](#) [New search](#)

Summary for: AMERICA

The exact name of the Domestic Limited Liability Company (LLC): AMERICA

Entity type: Domestic Limited Liability Company (LLC)

Identification Number: 200

Date of Organization in Massachusetts:

Last date certain:

The location or address where the records are maintained (A PO box is not a valid location or address):

Address: ST.

City or town, State, Zip code, Country: MA USA

View filings for this business entity:

- ALL FILINGS
- Annual Report
- Annual Report - Professional
- Articles of Entity Conversion
- Certificate of Amendment

[View filings](#)

- 5) **Business Entity Filings:** a chart of filings should appear which lists the Name of filing, Year filed, Date filed, Filing No., and the option to View PDF (for a specific filing).
 - a. To view the PDF, simply click on the file name in blue and a new window will open.



- 6) **How to determine if an Annual Report filing is needed:**
 - a. If an Annual Report filing is listed for the current year, you DO NOT need to file an Annual Report with the state.
 - i. Simply click on pdf and download a copy for your records. Be sure to provide a copy of the Annual Report to your JOFC tax advisor when it comes time to prepare your entity’s tax return.
 - b. If an Annual Report filing is NOT listed for the current year (2024), you will NEED TO FILE an Annual Report with the state.
 - ii. **How to File an Annual Report with the Massachusetts Secretary of State:** Follow the Steps listed here on [How to File an Annual Report with the Massachusetts Secretary of State.](#)
- 7) **Order a Certified Copy:** this option is available but not required. If needed, select the specific filings (see blue checkboxes) and click on “Order filings.”



- a. Enter the Filer’s contact information by completing all required fields, click “Review” and follow the prompts for the Payment Method.
 - iii. **Note:** There is a processing fee for each filing (depends upon the filing selected determined by the MA SOS) AND an expedited service fee which will be added when the request is completed.


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Corporations Division

Order a Certified Copy

To order a certified copy, start by entering a filing number in the required (*) box:

Search the Corporations database (opens in a new window or tab) to locate or verify a filing number

* Filing No.	FEIN	Entity name	Filing name	Approved	delete
200	200		Annual Report	02/20/20	<input type="checkbox"/>
200	200		Certificate of Organization	01/14/20	<input type="checkbox"/>

Fee:
 Note: An expedited service fee will be added when this request is completed

Special filing instructions: Enter any details that apply to this request

Filer's contact information: complete all required (*) boxes:

* Contact name:
 Business name:
 * Mailing address:
 Additional address detail:
 * City, State, Zip code: MA
 Country: UNITED STATES
 Contact phone number: Extension:
 * Contact e-mail address:

Providing an email address allows the Corporations Division to contact you quickly if your filing is rejected.

- 8) **MA SOS Contact Information:** If you need to contact the Secretary of the Commonwealth of Massachusetts, you can do so by visiting the [Contact Information](#) found on their website and navigating to the appropriate division.