

# Certificate of Good Standing

## Frequently Asked Questions

### **Can you expedite this process?**

No. We process the requests in the order in which they are received. You can reduce the length to mailing time by overnighting your request to our office. Certificates are mailed back to you by first class regular mail, but you may also include a postage paid overnight envelope to send the certificate back to you.

### **Do you accept Credit Cards?**

No. We do not accept cash, credit or debit cards. Payment must be in check or money order only.

### **How will I receive my certificate?**

It will be mailed to you by first class mail, included in the cost of your certificate. You may send a separate postage paid overnight envelope if you need to reduce the mailing time.

### **Can I drop off/ pick up the certificate at your office instead of mailing it?**

Yes, you may do either or both. There is a line on the form to include a phone number that you can be contacted at to pick up the certificate.

### **Can I have my certificate mailed to directly to the jurisdiction requiring the certificate?**

Yes. If you wish for it to be mailed somewhere other than your address as listed on the form, please write the address on the lines provided for an additional address.

### **How long does it take to process my request?**

Normally, we will process your certificate within 5 business days from the date that your payment is processed.

### **Is there a charge for a disciplinary history?**

No, but you do need to provide a postage paid return envelope with your request.

### **What does it mean by the “highest court”?**

Some jurisdictions/applications require a certificate from the highest court or highest jurisdiction of the state. The highest court in Arizona is the Arizona Supreme Court. If you mark “yes” to this question, you will receive a certificate from the Disciplinary Clerk and a certificate from the Supreme Court Clerk’s office. Please Note: This will add 5 additional business days to the processing of your certificate.