



## CONTACTLESS CERTIFICATE COLLECTION GUIDELINES

**Registered Agents who wish to collect hard copy certificates from the Registry of Corporate Affairs are asked to adhere to the following procedure:**

1. Call **541-3443** to confirm a time slot
2. Walk with personal hand sanitizer
3. Attend the Registry of Corporate Affairs at the designated time slot
4. Park in one of the parking spaces at the opposite side of the Registry Building (across the street)
5. Call **541-3443** to confirm your arrival on site
6. Wait for an employee to place your marked package at the collection point and return inside of the Registry Building before exiting your vehicle
7. Do not approach or attempt to enter the building
8. Do not attempt to speak with any employee from a distance of less than 20 feet
9. Stop at the designated collection point
10. Sanitize your hands thoroughly
11. Check the Registered Agent's name on the package to ensure that you are collecting the right package
12. Remove your clearly marked package from the collection point
13. Leave the premises promptly after collection

Thank you for following our Contactless Certificate Collection Guidelines and helping to keep us safe.