



**Secretary of State**  
Business Programs Division

1500 11<sup>th</sup> Street, 3rd Floor  
P.O. Box 944260  
Sacramento, CA 94244-2600

Certification and Records  
(916) 657-5448

## Business Entities Records Order Form

To obtain information relating to a business entity of record with the California Secretary of State, complete both pages of this order form, attach a check made payable to the Secretary of State for the appropriate amount or an amount "not to exceed" a specified amount written below the amount payable line, and submit your request:

- **By mail**, along with a self-addressed envelope, to Secretary of State, Certification and Records, P.O. Box 944260, Sacramento, CA 94244-2600.
- **In person (drop off)**, to the Secretary of State's Sacramento office at 1500 11th Street, 3rd Floor, Sacramento, CA 95814. A special handling fee of \$10.00 per entity is applicable for any information requested over the counter except status reports.

Note: Information requests are processed only in the Secretary of State's Sacramento office. For our current processing times, go to [www.sos.ca.gov/business/be/processing-times.htm](http://www.sos.ca.gov/business/be/processing-times.htm).

### Requestor's Information

Your name: \_\_\_\_\_

Firm name, if any: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

### Entity Name (If known, also include the entity file number.)

\_\_\_\_\_

#### The space below is reserved for office use only.

Affix Cert. & Seal	_____	\$ _____
Making first page	_____	\$ _____
Making additional pages	_____	\$ _____
Certificate of	_____	\$ _____
Status Inquiry	_____	\$ _____
Statement of Information	_____	\$ _____
U.S. Fax	_____	\$ _____
Other	_____	\$ _____
Special Handling	_____	\$ _____
TOTAL AMOUNT DUE		\$ _____
TOTAL AMOUNT REC'D		\$ _____
REFUND AMOUNT		\$ _____
BALANCE DUE		\$ _____

THIS SPACE FOR OFFICE USE ONLY

**Entity Name** (If known, also include the entity file number.)

**Entity Type** (Select the applicable entity type. **CHECK ONLY ONE BOX.**)

- Corporation (Corp)                       Limited Partnership                       Limited Liability Partnership  
 Limited Liability Company (LLC)       General Partnership                       Other \_\_\_\_\_  
Enter the other entity type.

**Copy Requests**

- **Plain (uncertified) Copies:** \$1.00 for the first page and \$0.50 for each additional page; and
- **Certified Copies:** \$1.00 for the first page, \$0.50 for each additional page **AND** \$5.00 certification fee per document.

If the number of pages is unknown when ordering copies, you may send either a check in the amount of \$20.00 per entity (refunds will be issued for amounts over \$5.00) or a blank check with a not to exceed amount written below the payment line (e.g., "NOT TO EXCEED \$20.00"). A notice will be included with the order indicating the amount for which the check was completed. If the fees provided are insufficient, a fee letter indicating the total amount due will be sent to the requestor. The order will be completed upon receipt of the total fees.

- Copy of **ALL** Documents of Record (e.g., initial filing, amendments, statements, etc.) .....  Plain Copies     Certified Copies  
 Copy of Initial Formation/Registration Document .....  Plain Copies     Certified Copies  
 Copy of ALL Amendment Documents .....  Plain Copies     Certified Copies  
 Copy of \_\_\_\_\_  
Enter the title of the document and, if known, the file date and/or document number.     Plain Copies     Certified Copies

**Corp & LLC Only:**

- Copy of **ALL** Statement of Information Documents of Record .....  Plain Copies     Certified Copies  
 Copy of Most Recent Statement of Information (complete or no change) .....  Plain Copies     Certified Copies  
 Copy of Last Complete Statement of Information .....  Plain Copies     Certified Copies  
 Copy of Last No Change Statement of Information .....  Plain Copies     Certified Copies

**Publicly Traded Corp Only:**

- Copy of **ALL** Corporate Disclosure Statement Documents of Record .....  Plain Copies     Certified Copies  
 Copy of Most Recent Corporate Disclosure Statement .....  Plain Copies     Certified Copies

Please note: A "certified" copy of a Corporate Disclosure Statement filed prior to September 28, 2004 will include the Statement of Information that was filed together with that document.

**Status Reports – \$4.00 Each**

Includes the complete entity name, file number, status, jurisdiction, and address(es); and when applicable, name and address of principal member/manager/officer, name and address of agent for service of process and type of business.

- Status Report .....  Report(s)

**Certificates – \$5.00 Each**

- Certificate of Status (certifying to the current status of the entity) .....  Certificate(s)  
 Certificate of Filing of \_\_\_\_\_  
Enter the title of the document and, if known, the file date and/or document number.     Certificate(s)  
 Certificate of No Record .....  Certificate(s)  
 Certificate of Listing (\$5.00 for each document listed) .....  Certificate(s)

**FAX Return of Copies, Status Reports and/or Certificates**

- Domestic FAX (transmitted within the United States) ..... \$ 5.00 per entity  
 International FAX (transmitted outside the United States).....\$10.00 per entity

**Special Handling Service – In Person Delivery Only**

- Special Handling Fee (not applicable for orders submitted by mail) ..... \$10.00 per entity