



**Secretary of State
Business Programs Division**

Business Entities

1500 11th Street, Sacramento, CA 95814

P.O. Box 944260, Sacramento, CA 94244-2600

Business Entities Submission Cover Sheet

For fastest service, file online at bizfileOnline.sos.ca.gov.

Instructions:

- Complete and include this form with your paper submission. This form will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- In-person submissions (excluding Statements of Information): \$15 special handling fee. Do not include a \$15 special handling fee when submitting documents by mail.
- All submissions are reviewed in the date order of receipt, with online submissions given priority. For updated processing time information, visit www.sos.ca.gov/business/be/processing-dates.
- To obtain a certified copy, include certification fees with your submission.

Note: All correspondence related to your submission will be sent to the name and address on your check or money order.

Contact Person (Please type or print legibly):

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Entity Information (Please type or print legibly):

Entity Name: _____

Entity Number (if applicable): _____

Comments: _____

**Secretary of State****1505****Registered Corporate Agent for
Service of Process Certificate**

(Registered Corporations ONLY)

Filing Fee – \$30.00**Certified Copy Fee (Optional) – \$5.00**

Who Can File? Any **active** corporation that is registered with the California Secretary of State can file this Form 1505 to become authorized to be a corporate agent for service of process for other business entities that are registered with the Secretary of State. To check the status of your corporation, and to ensure you are entering the **exact** name of the corporation and the correct Secretary of State file number, go to <https://bizfileOnline.sos.ca.gov/>.

This Space For Office Use Only**1. Corporate Name** (Enter the **exact** name of the corporation as it is recorded with the California Secretary of State.)**2. Secretary of State Entity Number****3. Address for Service of Process**(Enter the **complete** street address in California of the office where any entity that named your corporation as agent for service of process may be served with process.)**Do not** enter a P.O. Box or "in care of" an individual or entity.Street Address - **Do not enter a P.O. Box**

City (no abbreviations)

State

Zip Code

CA**4. Authorized Employees**(Enter the names of all persons employed by your corporation who are authorized to accept delivery of any copy of service of process, at the address entered in Item 3 above, on any entity who has designated your corporation as its agent for service of process. **Must** enter at least 1 person.)

a. First Name of Authorized Employee

Middle Name

Last Name

Suffix

b. First Name of Authorized Employee

Middle Name

Last Name

Suffix

c. First Name of Authorized Employee

Middle Name

Last Name

Suffix

5. Statement of Consent (Do not alter the Statement of Consent.)

This corporation consents that delivery of a copy of service of process to an authorized employee at the address designated in item 3 shall constitute delivery of any such copy to the corporation, as the agent for service of process.

6. Read and Sign Below (Office or title not required. Do not use a computer generated signature.)

I am a corporate officer and am authorized to sign on behalf of the corporation.

Signature_____
Type or Print Name