



Secretary of State
Business Programs Division

Business Entities

1500 11th Street, Sacramento, CA 95814

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

Business Entities Records – Order Form

NOTES:

1. For faster service, order online at <https://bizfileOnline.sos.ca.gov/>.
2. Orders cannot be changed or cancelled once submitted.
3. All correspondence related to your submission will be sent to the name and address on your check or money order, if applicable.

1. Requestor's Information Date: _____ Individual's name: _____ Firm name (if any): _____ Return address (only complete if no check or money order submitted): _____ City: _____ State: _____ Zip: _____ 10-digit telephone number: _____		In person drop off only, please indicate type of return method requested: Mail Pick-Up
2. Order Details Entity Name: _____ Secretary of State Entity/File Number (recommend): _____ Entity Type: (check 1 box): Corporation (Corp) Limited Liability Company (LLC) Limited Partnership (LP) General Partnership (GP) Limited Liability Partnership (LLP) Other (see instructions for options): _____		
3. Copy Requests – Certified copies are \$5.00 per document . See instructions for additional details. a. Articles/Formation/Registration document only Plain _____ Certified _____ b. All Amendment documents only Plain _____ Certified _____ c. Last Two Statements of Information Plain _____ Certified _____ d. All documents (Including Statements of Information) Plain _____ Certified _____ e. Copy of: _____ Plain _____ Certified _____		
4. Certificate Requests - \$5.00 each a. Certificate of Status (lists entity status: i.e., good standing, active, suspended, etc.) – only available for Corp/LLC/LP/GP/LLP # of certified copies _____ b. Certificate of No Record (certifies no record of entity found) # of certified copies _____		
TIMESTAMP (FOR OFFICIAL USE ONLY)	THIS SECTION FOR SECRETARY OF STATE USE ONLY	Affix Cert & Seal _____ \$ _____ Certificate of _____ \$ _____ Special Handling Fee _____ \$ _____ Other _____ \$ _____ Total Amount Due \$ _____ Total Amount Rec'd \$ _____ Refund Amount \$ _____ Balance Due \$ _____

Instructions for Completing the Business Entities Records – Order Form

Business Search: For free online access to corporate, limited liability company and limited partnership information, go to the California Secretary of State's Business Search at bizfileOnline.sos.ca.gov. Available information on the Business Search includes:

- The complete entity name, entity number, registration date, status, jurisdiction (state, foreign country, or other place where the entity is formed), entity address, entity mailing address and name and address of the agent for service of process.
- Free uncertified PDF copies of corporation, limited liability company and limited partnership documents, including Statements of Information of record for corporations and limited liability companies.

Complete the Business Entities Records – Order Form as follows:

Item	Instruction	Tips
1. Requestor's Information	Type or clearly print the requestor's information. If you are dropping off this request in person at our office, also indicate return method.	Results of mail-in requests will be returned by mail.
2. Order Details	Complete this section with entity details.	"Other" types may include: foreign associations, unincorporated associations, unincorporated nonprofit associations, foreign name registrations, foreign partnerships, and foreign lending institutions.
3. Copy Requests	Check the relevant box(es) for your request. Enter the number of copies (plain or certified) requested. Certified copies are \$5.00 per document.	• Articles/Formation/Registration: Document that initially formed or registered the entity with the California Secretary of State. (3a) • All Amendment Documents: Includes restated articles, mergers, dissolutions, cancellations, etc. (3b) • The Last Two Statements of Information: includes last complete and last no change Statements of Information of record. (3c) • All Documents and Statements of Information: Record will include all of the entity's documents on record with the California Secretary of State. (3d) • Copy of _____: Enter the title of a specific document (i.e., agent resignation, certificate of cancellation, etc.) along with the file date, if available. (3e)
4. Certificates	Enter the number that you are ordering for each item. The fees for certificates/status reports are as follows: • Certificate of Status - \$5.00 each entity • Certificate of No Record - \$5.00 each	

Fees:

- **Counter Drop Off:** A separate, non-refundable **\$10.00** special handling fee per entity is required if you submit in person (drop off) your order form at our Sacramento office. The **\$10.00** special handling fee provides priority service over orders submitted by mail. The special handling fee is not refundable whether the order is completed or not completed.
- **Payment Type:** Check(s) or money orders should be payable to the Secretary of State. **Do not send cash by mail.**

Where to Submit Paper Request: All certified copy and certificate requests are processed only in the Secretary of State's Sacramento office.

Mail order form & payment to:
Secretary of State
BE Certification and Records:
P.O. Box 944260
Sacramento, CA 94244-2600

OR

Drop off order form & payment to:
Secretary of State
1500 11th Street, 3rd floor, Room 380
Sacramento, CA 95814

Processing Times: For current processing times, go to <https://www.sos.ca.gov/business-programs/business-entities/processing-dates>.