



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

For faster service, order online at bizfileOnline.sos.ca.gov.

ORDERS CANNOT BE CHANGED OR CANCELLED ONCE SUBMITTED.

<p>1. <u>Requestor's Information</u> Date: _____</p> <p>Individual's name: _____</p> <p>Firm name (if any): _____</p> <p>Return address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>10-digit telephone number: _____</p>	<p>In person drop off only, please indicate type of return method requested:</p> <p align="center"> <input type="checkbox"/> Mail <input type="checkbox"/> Pick-Up </p>																
<p>2. <u>Order Details</u></p> <p>Entity name: _____</p> <p>Secretary of State Entity/File Number (recommended): _____</p> <p>Entity type (check 1 box): <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other (see instructions for options): _____</p>																	
<p>3. <u>Certified Copy Requests</u> – Certified copies are \$5.00 per document. See instructions for additional details.</p> <table style="width:100%; border:none;"> <tr> <td style="width:60%;">a. Articles/Formation/Registration document only</td> <td style="width:40%;"># of certified copies _____</td> </tr> <tr> <td>b. <u>All</u> Amendment documents only (Not including Statements of Information)</td> <td># of certified copies _____</td> </tr> <tr> <td>c. Last <u>complete</u> Statement of Information</td> <td># of certified copies _____</td> </tr> <tr> <td>d. Last <u>no change</u> Statement of Information</td> <td># of certified copies _____</td> </tr> <tr> <td>e. <u>All</u> Statements of Information</td> <td># of certified copies _____</td> </tr> <tr> <td>f. <u>All</u> documents (Including Statements of Information)</td> <td># of certified copies _____</td> </tr> <tr> <td>g. Copy of: _____</td> <td># of certified copies _____</td> </tr> </table>		a. Articles/Formation/Registration document only	# of certified copies _____	b. <u>All</u> Amendment documents only (Not including Statements of Information)	# of certified copies _____	c. Last <u>complete</u> Statement of Information	# of certified copies _____	d. Last <u>no change</u> Statement of Information	# of certified copies _____	e. <u>All</u> Statements of Information	# of certified copies _____	f. <u>All</u> documents (Including Statements of Information)	# of certified copies _____	g. Copy of: _____	# of certified copies _____		
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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	Enter the number of certified copies (plain or certified) requested. Certified copies are \$5.00 per document.	<ul style="list-style-type: none"> • 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) • Last complete Statement of Information: Provides entity address(es), member/manager or director/officer names and addresses, agent for service of process, etc. (3c) • Last no change Statement of Information: Indicates there has been no change in information since the last complete Statement of Information. No detail provided. (3d)

Item	Instruction	Tips
		<ul style="list-style-type: none"> • All Statements of Information: includes last complete and last no change Statements of Information of record. (3e) • All Documents and Statements of Information: Record will include all of the entity's documents on record with the California Secretary of State. (3f) • Copy of _____: Enter the title of a specific document (i.e., agent resignation, certificate of cancellation, etc.) along with the file date, if available. (3g)
4. Certificates	Enter the number that you are ordering for each item. The fees for certificates/status reports are as follows: <ul style="list-style-type: none"> • 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 www.sos.ca.gov/business/be/processing-dates.