



Secretary of State
Business Programs Division

1500 11th 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.

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.																																								
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Affix Cert. & Seal</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Making first page</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Making additional pages</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Certificate of</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Status Inquiry</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Statement of Information</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>U.S. Fax</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Other</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Special Handling</td> <td style="border-bottom: 1px solid black;"></td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;">TOTAL AMOUNT DUE</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL AMOUNT REC'D</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2" style="text-align: right;">REFUND AMOUNT</td> <td style="text-align: right;">\$</td> </tr> <tr> <td colspan="2" style="text-align: right;">BALANCE DUE</td> <td style="text-align: right;">\$</td> </tr> </table>	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		\$
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Entity Name (If known, also include the entity file number.)

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Corporation (Corp) | <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Limited Liability Company (LLC) | <input type="checkbox"/> General Partnership | <input type="checkbox"/> 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.

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Copy of ALL Documents of Record (e.g., initial filing, amendments, statements, etc.) | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of Initial Formation/Registration Document | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of ALL Amendment Documents | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of _____
Enter the title of the document and, if known, the file date and/or document number. | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |

Corp & LLC Only:

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Copy of ALL Statement of Information Documents of Record | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of Most Recent Statement of Information (complete or no change) | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of Last Complete Statement of Information | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of Last No Change Statement of Information | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |

Publicly Traded Corp Only:

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Copy of ALL Corporate Disclosure Statement Documents of Record | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |
| <input type="checkbox"/> Copy of Most Recent Corporate Disclosure Statement | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> 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.

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Status Report | <input type="checkbox"/> Report(s) |
|--|------------------------------------|

Certificates – \$5.00 Each

- | | |
|---|---|
| <input type="checkbox"/> Certificate of Status (certifying to the current status of the entity) | <input type="checkbox"/> Certificate(s) |
| <input type="checkbox"/> Certificate of Filing of _____
Enter the title of the document and, if known, the file date and/or document number. | <input type="checkbox"/> Certificate(s) |
| <input type="checkbox"/> Certificate of No Record | <input type="checkbox"/> Certificate(s) |
| <input type="checkbox"/> Certificate of Listing (\$5.00 for each document listed) | <input type="checkbox"/> Certificate(s) |

FAX Return of Copies, Status Reports and/or Certificates

- | | |
|--|--------------------|
| <input type="checkbox"/> Domestic FAX (transmitted within the United States) | \$ 5.00 per entity |
| <input type="checkbox"/> International FAX (transmitted outside the United States) | \$10.00 per entity |

Special Handling Service – In Person Delivery Only

- | | |
|---|--------------------|
| <input type="checkbox"/> Special Handling Fee (not applicable for orders submitted by mail) | \$10.00 per entity |
|---|--------------------|