



**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).

<b>Requestor's Information</b>																																								
Your name:																																								
Firm name, if any:																																								
Address:																																								
City / State / Zip:																																								
Phone #:																																								
FAX #:																																								
<b>Entity Name</b> (If known, also include the entity file number.)																																								
<b>The space below is reserved for office use only.</b>																																								
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Affix Cert. &amp; 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.**)

- 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 "NOT TO EXCEED \$20.00" written below the payment line. 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