



Secretary of State
Business Programs Division

Business Entities, 1500 11th Street, 3rd Floor, Sacramento, CA 95814

Corporation - Document Filing Request Form

This document is being processed for: (Note, if you are filing Articles of Incorporation or a Statement and Designation by Foreign Corporation, this address will be used for corresponding with the corporation until a Statement of Information is filed. Please type or print legibly.)

Name: _____ Date: _____

Address: _____ Phone #: _____

City/State/Zip: _____ Return Method:

Attn: _____ Mail Back Pick Up

Corporation Name: (Please type or print legibly.)

Special Instructions: _____

- In addition to the required filing fee, a \$15.00 special handling fee is applicable for processing a document delivered in person at the public counter. The document, along with the filing and special handling fees, can be dropped off and will be processed in priority over documents submitted by mail. Since processing times will vary, the "Mail Back" box can be checked to have the filing response returned by mail to the address provided above.

Note: If neither the "Mail Back" nor "Pick Up" box is checked, the filing response will be returned by mail.

- The \$15.00 special handling fee must be remitted by separate check for each submittal and will be retained whether the documents are filed or rejected.
- Please make both checks payable to the Secretary of State.
- If the document has been previously rejected, please include a copy of this request form upon resubmittal.

Secretary of State Use Only

T _____	CERT _____	C/GS _____	C/F _____
AMT REC'D _____	ARTS _____	S&D _____	AMDT _____
CK <input type="checkbox"/>	MO <input type="checkbox"/>	CC <input type="checkbox"/>	CASH <input type="checkbox"/>
	DISS _____	MERG _____	CONV _____

Legal Review Notes: _____

