



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.

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		\$ _____

THIS SPACE FOR OFFICE USE ONLY

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 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	<input type="checkbox"/> Plain Copies	<input type="checkbox"/> Certified Copies

Enter the title of the document and, if known, the file date and/or document number.

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)
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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	<input type="checkbox"/> Certificate(s)
Enter the title of the document and, if known, the file date and/or document number.	
<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

☐ 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