



CERTIFICATE PURSUANT TO SECTION 1505, CALIFORNIA CORPORATIONS CODE

Corporations, Limited Liability Companies and Limited Partnerships are required to designate an agent for service of process. This agent may be a natural person residing in the State of California or may be a corporation, in good standing status, on the records of the California Secretary of State.

Before a corporation may be designated as agent for service of process, that corporation must file with the Secretary of State a certificate pursuant to California Corporations Code Section 1505. A copy of Section 1505 is printed on the reverse side of this information sheet. A form meeting statutory filing requirements is attached.

WHERE TO FILE

The certificate pursuant to Section 1505 can be mailed to Secretary of State, Document Filing Support Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814 or delivered in person (drop off) to the Sacramento office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday (excluding holidays). *Certificates pursuant to Section 1505 are filed only in the Sacramento office.* To facilitate the processing of documents mailed to the Secretary of State, a self-addressed envelope and a letter referencing the corporate name as well as the sender's name, return address and telephone number should be included with the submittal.

FEES

The fee for filing a certificate pursuant to Section 1505 is \$30.00. However, there is a \$15.00 special handling fee for processing a document delivered in person (drop off) to the Sacramento office. The special handling fee must be remitted by separate check for each submittal and will be retained whether the document is filed or rejected. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional fee (in lieu of the special handling fee). Please refer to the Secretary of State's website at www.sos.ca.gov/business/be/preclearance-expedited-services.htm for detailed information regarding preclearance and expedited filing services. The special handling fee or preclearance and expedited filing services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

COPIES

The Secretary of State will certify two copies of the filed document without charge, **provided that the copies are submitted to the Secretary of State with the document to be filed.** Any additional copies submitted will be certified upon request and payment of the \$8.00 per copy certification fee.

CALIFORNIA CORPORATIONS CODE SECTION 1505

§1505. **Corporate agent for service of process; certificate; filing; supplemental certificate; qualifications**

- (a) Any domestic or foreign corporation, before it may be designated as the agent for the purpose of service of process of any entity pursuant to any law which refers to this section, shall file a certificate executed in the name of the corporation by an officer thereof stating all of the following:
 - (1) The complete address of its office or offices in this state, wherein any entity designating it as such agent may be served with process.
 - (2) The name of each person employed by it at each such office to whom it authorizes the delivery of a copy of any such process.
 - (3) Its consent that delivery thereof to any such person at the office where the person is employed shall constitute delivery of any such copy to it, as such agent.
- (b) Any corporation which has filed the certificate provided for in subdivision (a) may file any number of supplemental certificates containing all the statements provided for in subdivision (a), which, upon the filing thereof, shall supersede the statements contained in the original or in any supplemental certificate previously filed.
- (c) No domestic or foreign corporation may file a certificate pursuant to this section unless it is currently authorized to engage in business in this state and is in good standing on the records of the Secretary of State.

(§ Added by Stats. 1978, c. 1305, p. 4267, §4, operative Jan. 1, 1980, Stats. 1984, c. 812, §1.5)

**CERTIFICATE PURSUANT TO SECTION 1505,
CALIFORNIA CORPORATIONS CODE**

(Name of Corporation)

_____, a corporation organized and
existing under the laws of _____, makes the following statement:
(State or Place of Incorporation)

1. The complete address of its office in the state of California wherein any entity designating it as agent may be served with process is _____
_____.
2. The name of each person employed by it at such office to whom it authorized the delivery of any copy of any such process is _____
_____.
3. The corporation consents that delivery thereof to such person at the address designated shall constitute delivery of any such copy to it, as such agent.

(Name of Corporation)

(Signature of Corporate Officer)

(Typed Name and Title of Officer Signing)