



Secretary of State  
Business Programs Division

1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Business Entities  
(916) 657-5448

## FOREIGN NAME REGISTRATION

A foreign corporation not transacting intrastate business in California, but wishing to protect the name for future use, may register its corporate name with this office, provided the name would be available pursuant to Section 201, California Corporations Code. To accomplish this, the corporation would file an application for registration in compliance with California Corporations Code Section 2101. A Registration of Corporate Name by Foreign Corporation form designed for compliance with these requirements is attached.

The registration is effective until the close of the calendar year in which the application for registration is filed. A corporation may renew its registration by filing a new form between October 1 and December 31 of each year. The renewal, when filed, extends the registration for the following calendar year. The attached form may be used for initial registration, or for renewal if the foreign corporation has previously registered its corporate name with the Secretary of State.

### ADDITIONAL REQUIREMENT

A certificate by an authorized public official of the state or place of incorporation, to the effect that the corporation is an existing corporation in good standing status in that state or place, **must be attached** to the Registration of Corporate Name by Foreign Corporation form at the time of filing. Note: A certified copy of the Articles of Incorporation does not meet statutory requirements and cannot be accepted in lieu of the required certificate.

### WHERE TO FILE

The Registration of Corporate Name by Foreign Corporation 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). Foreign name registration documents 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 Registration of Corporate Name by Foreign Corporation is \$50.00. 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](http://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.

**REGISTRATION OF CORPORATE NAME  
BY FOREIGN CORPORATION**

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_, a corporation organized  
and existing under the laws of \_\_\_\_\_,  
(State or Place of Incorporation)

hereby applies for  
registration of its corporate name and makes the following statement:

This corporation, incorporated on \_\_\_\_\_,  
(Date of Incorporation)

desires  
to register its name under Section 2101, California Corporations Code.

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_  
(Signature of Corporate Officer)

\_\_\_\_\_  
(Typed Name and Title of Officer Signing)