



**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).

### 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 <b>ALL</b> 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 _____<br>Enter the title of the document and, if known, the file date and/or document number. | <input type="checkbox"/> Plain Copies | <input type="checkbox"/> Certified Copies |

**Corp & LLC Only:**

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Copy of <b>ALL</b> 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 <b>ALL</b> 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.

- Status Report .....  Report(s)

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