



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. Please refer to our [Mail Processing Times](#) webpage for current mail processing times.
- 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 in person, except status reports.

Note: Information requests are processed only in the California Secretary of State's Sacramento office.

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.)																																								
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	THE SPACE BELOW IS RESERVED FOR OFFICE USE ONLY																																							
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Affix Cert. & Seal</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 20%; text-align: right;">\$ _____</td> </tr> <tr> <td>Making first page</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Making additional pages</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Certificate of</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Status Inquiry</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Statement of Information</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>U.S. Fax</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Other</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Special Handling</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL AMOUNT DUE</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL AMOUNT REC'D</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td></td> <td style="text-align: right;">REFUND AMOUNT</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td></td> <td style="text-align: right;">BALANCE DUE</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	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	\$ _____
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ENTITY NAME (If known, also include the entity file number.)

ENTITY TYPE (Select the applicable entity type. **CHECK ONLY ONE BOX.**)

- | | | |
|--|--|--|
| <input type="checkbox"/> CORPORATION (CORP) | <input type="checkbox"/> LIMITED PARTNERSHIP | <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY (LLC) | <input type="checkbox"/> GENERAL PARTNERSHIP | <input type="checkbox"/> 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 _____
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 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) |
|--|------------------------------------|

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 _____
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

- | | |
|---|--------------------|
| <input type="checkbox"/> DOMESTIC FAX (transmitted within the United States)..... | \$ 5.00 per entity |
| <input type="checkbox"/> INTERNATIONAL FAX (transmitted outside the United States)..... | \$10.00 per entity |

SPECIAL HANDLING – IN PERSON (DROP OFF) DELIVERY ONLY

- | | |
|---|--------------------|
| <input type="checkbox"/> SPECIAL HANDLING FEE (not applicable for orders submitted by mail) | \$10.00 per entity |
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