

## Instructions for Completing the Business Entities Records – Order Form

**Business Search:** For free online access to corporate, limited liability company and limited partnership information, go to the California Secretary of State’s Business Search at [BusinessSearch.sos.ca.gov](http://BusinessSearch.sos.ca.gov). Available information on the Business Search includes:

- The complete entity name, entity number, registration date, status, jurisdiction (state, foreign country or other place where the entity is formed), entity address, entity mailing address and name and address of the agent for service of process. **Note:** If the agent for service of process of a limited liability company is a registered corporate agent, to get the service of process address of the registered corporation agent you must order a Status Report using this Business Entities Records – Order Form.
- Free uncertified PDF copies of corporation, limited liability company and limited partnership documents, including Statements of Information of record for corporations and limited liability companies.

**Complete the Business Entities Records – Order Form as follows:**

Item	Instruction	Tips
1. Requestor’s Information	Type or clearly print the requestor’s information. If you are dropping off this request in person at our office, also indicate return method.	Results of mail-in requests will be returned by mail.
2. Order Details	Complete this section with entity details.	“Other” types may include: foreign associations, unincorporated associations, unincorporated nonprofit associations, foreign name registrations, foreign partnerships, and foreign lending institutions.
3. Copy Requests	<p>Enter the number of copies (plain or certified) requested.</p> <ul style="list-style-type: none"> <li>• Copy Fees: Copies of documents are \$1.00 for the first page, \$0.50 for each additional page.</li> <li>• Certified copies are \$5.00 per document, in addition to the copy fees.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Articles/Formation/Registration:</b> Document that initially formed or registered the entity with the California Secretary of State. <b>(3a)</b></li> <li>• <b>Articles &amp; Amendments:</b> Formation/Registration and Amendment documents of record with the California Secretary of State for the entity. <b>(3b)</b></li> <li>• <b>All Amendment Documents:</b> Includes restated articles, mergers, dissolutions, cancellations, etc. <b>(3c)</b></li> <li>• <b>Last complete Statement of Information:</b> Provides entity address(es), member/manager or director/officer names and addresses, agent for service of process, etc. <b>(3d)</b></li> <li>• <b>Last no change Statement of Information:</b> Indicates there has been no change in information since the last complete Statement of Information. No detail provided. <b>(3e)</b></li> <li>• <b>All Statements of Information:</b> includes last complete and last no change Statements of Information of record. <b>(3f)</b></li> <li>• <b>All Documents and Statements of Information:</b> Record will include all of the entity’s documents on record with the California Secretary of State. <b>(3g)</b></li> <li>• <b>Copy of _____:</b> Enter the title of a specific document (i.e., agent resignation, certificate of cancellation, etc.) along with the file date, if available. <b>(3h)</b></li> </ul>

4. Certificates/Status Reports	Enter the number that you are ordering for each item. The fees for certificates/status reports are as follows: <ul style="list-style-type: none"> <li>• Certificate of Status - \$5.00 each entity</li> <li>• Certificate of Filing of All Documents - \$5.00 per document listed</li> <li>• Certificate of No Record - \$5.00 each</li> <li>• Status Report - \$4.00 each entity</li> </ul>	
5. FAX (Optional)	The fees to receive a FAX of the requested information are as follows. <ul style="list-style-type: none"> <li>• Domestic (in U.S.) FAX return - \$5.00, in addition to copy/certificate fees.</li> <li>• Foreign (outside of U.S.) FAX return - \$10.00, in addition to copy/certificate fees.</li> </ul>	<ul style="list-style-type: none"> <li>• In addition to the FAX, you will be sent hard-copies of the requested information.</li> <li>• Certified copies <b>will not</b> be faxed as the certification stamp is on the back of the document.</li> </ul>

**Fees:**

- Calculate Fees: Calculate the total fee for your order.
  - If the number of pages for copies **OR** total fee **is unknown**, you may provide a blank check with "NOT TO EXCEED \$50.00" written below the amount payable line.
  - If insufficient funds are provided, the request will be returned with a letter showing the total amount due.
- Counter Drop Off: A separate, non-refundable **\$10.00** special handling fee per entity is required if you submit in person (drop off) your order form at our Sacramento office. The **\$10.00** special handling fee provides priority service over orders submitted by mail. The special handling fee is not refundable whether the order is completed or not completed.
- Payment Type: Check(s) or money orders should be payable to the Secretary of State. **Do not send cash by mail.** If submitting the request in person at our Sacramento office, payment also may be made by credit card (Visa or MasterCard).

**Where to Submit Request:** All copy and certificate requests are processed only in the Secretary of State's Sacramento office.

**Mail** order form & payment to:  
 Secretary of State  
 BE Certification and Records  
 P.O. Box 944260  
 Sacramento, CA 94244-2600

**OR**

**Drop off** order form & payment to:  
 Secretary of State  
 1500 11th Street, 3rd floor, Room 380  
 Sacramento, CA 95814

- Orders cannot be changed or cancelled once submitted.
- Email or online requests for copies/certificates are not accepted.

**Processing Times:** For current processing times, go to [www.sos.ca.gov/business/be/processing-dates](http://www.sos.ca.gov/business/be/processing-dates).



Secretary of State
Business Programs Division

Business Entities - Records, P.O. Box 944260, Sacramento, CA 94244-2600

Business Entities Records - Order Form

ORDERS CANNOT BE CHANGED OR CANCELLED ONCE SUBMITTED

1. Requestor's Information
Date:
Individual's name:
Firm name (if any):
Return address:
City: State: Zip:
10-digit telephone number:
In person drop off only, please indicate type of return method requested:
Mail Pick-Up

2. Order Details
Entity name:
Secretary of State Entity/File Number (recommended):
Entity type (Check 1 box): Corporation Limited Liability Company Limited Partnership General Partnership
Limited Liability Partnership Other (see instructions for options):

3. Copy Requests - Plain (uncertified) copies are \$1.00 for the first page, \$0.50 for each additional page. Certified copies are an additional \$5.00 per document. See instructions for additional detail.
a. Articles/Formation/Registration document only # of plain copies # of certified copies
b. Articles & Amendments documents only # of plain copies # of certified copies
c. All Amendment documents only # of plain copies # of certified copies
d. Last complete Statement of Information # of plain copies # of certified copies
e. Last no change Statement of Information # of plain copies # of certified copies
f. All Statements of Information # of plain copies # of certified copies
g. All documents and Statements of Information # of plain copies # of certified copies
h. Copy of: # of plain copies # of certified copies

4. Certificate/Status Requests
a. Certificate of Status (lists entity status: i.e., good standing, active, suspended, etc.) - \$5.00 each # of certificates
b. Certificate of Filing of All Documents (lists all documents of record) - \$5.00 per document listed # of certificates
c. Certificate of No Record (certifies no record of entity found) - \$5.00 each # of certificates
d. Status Report (computer print-out of entity record. Cannot be certified) - \$4.00 each # of reports

5. FAX - For an additional fee, we will FAX the requested copies/certificates to you prior to delivery of hard-copies.
Domestic FAX (in U.S.) - \$5.00 fee Foreign FAX (outside U.S.) - \$10.00 fee FAX #

THIS SECTION FOR SECRETARY OF STATE USE ONLY
Affix Cert & Seal \$
Making first page \$
Making additional pages \$
Certificate of \$
Status Report \$
FAX \$
Special Handling Fee \$
Other \$
TOTAL AMOUNT DUE \$
TOTAL AMOUNT REC'D \$
REFUND AMOUNT \$
BALANCE DUE \$