

**Certificate of Correction
of a Limited Liability Company (LLC)**

To correct a previously filed limited liability company record, you can fill out this form, and submit for filing along with:

- A **\$30** filing fee.
- A separate, non-refundable **\$15** service fee also must be included, if you drop off the completed form.
- For information about expedited filing requests and current processing times, go to www.sos.ca.gov/business-programs/business-entities/service-options.
- To file this form, the status of your LLC must be active on the records of the California Secretary of State. To check the status of the LLC, go to kepler.sos.ca.gov.

This form can be used to correct an LLC record that was previously filed with the California Secretary of State if the record: (1) was filed pursuant to the California Revised Uniform LLC Act commencing with California Corporations Code section [17701.01](#); and (2) at the time of filing, contained inaccurate information or was defectively signed.

Note: This form may not indicate a delayed effective date.

This Space For Office Use Only

① **LLC's Exact Name** (on file with CA Secretary of State)

② **LLC File No.** (issued by CA Secretary of State)

Title of Document Being Corrected

③ _____

Parties to the Document Being Corrected (List the name of each party to the document being corrected.)

④ _____

File Date of Document Being Corrected (MM, DD, YYYY)

⑤ _____

Document Provision (Item 6: List the inaccurate information and the reason it is inaccurate or the manner in which the signing was defective. Item 7: List the corrected information or correct signature.)

⑥ _____

⑦ _____

Read and sign below: This form must be signed in the same manner in which the document being corrected was required to be signed. If the signing person is a trust or another entity, go to www.sos.ca.gov/business-programs/business-entities/filing-tips for more information. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are part of this document.

▶ _____
Sign here

Print your name here

Your business title

Make check/money order payable to: **Secretary of State**
Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail
Secretary of State
Business Entities, P.O. Box 944228
Sacramento, CA 94244-2800

Drop-Off
Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814



Mail Submission Cover Sheet

Instructions:

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Do not include a \$15 counter fee when submitting documents by mail.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, visit www.sos.ca.gov/business/be/processing-times.

Optional Copy and Certification Fees:

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

Contact Person: (Please type or print legibly)

First Name: _____ Last Name: _____

Phone (optional): _____

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [_____]

Company:

Address:

City/State/Zip: [_____]

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AMT REC'D:	\$