

Instructions for Completing the Certificate of Correction (Form LP-11)

Where to File: For easier completion, this form is available on the California Secretary of State's website at www.sos.ca.gov/business/be/forms and can be completed online and printed to mail. The completed form can be mailed to Secretary of State, Document Filing Support Unit, P.O. Box 944225, Sacramento, CA 94244-2250 or delivered in person (drop off) to the Sacramento office. If you are not completing this form online, please type or legibly print in black or blue ink. This form is filed only in the Sacramento office.

Legal Authority: Statutory filing provisions are found in California Corporations Code section [15902.07](#). All statutory references are to the California Corporations Code, unless otherwise stated. **Note:** Signing Form LP-11 constitutes an affirmation under penalty of perjury that the facts stated in the certificate are true. (Section [15902.08\(b\)](#).)

Form LP-11 may be used to correct a limited partnership record that was previously filed with the California Secretary of State if, at the time of filing, the record contained false or erroneous information or was defectively signed. Except as provided by Section [15902.07\(c\)](#), upon filing Form LP-11, the correction will be effective retroactively as of the effective date of the record Form LP-11 corrects. Note: Form LP-11 may not indicate a delayed effective date.

Fees: The fee for filing Form LP-11 is \$30.00. A non-refundable \$15.00 special handling fee is applicable for processing documents delivered in person (drop off) at the Sacramento office. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional non-refundable fee in lieu of the special handling fee. For detailed information about preclearance and expedited filing services, go to www.sos.ca.gov/business/be/service-options. Payment for special handling or preclearance and expedited filing services should be made in a separate check. These services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

Copies: 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 \$5.00 certification fee at the time of submission. To get additional copies, include a separate request and payment for copy fees when the document is submitted. Copy fees are \$1.00 for the first page and \$.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

Complete the Certificate of Correction (Form LP-11) as follows:

- Item 1.** Enter the 12-digit file number issued to the limited partnership by the California Secretary of State.
- Item 2.** Enter the name of the limited partnership **exactly** as it appears on file with the California Secretary of State. If a foreign limited partnership is registered in California under an alternate name, enter the alternate name of the foreign limited partnership.
- Item 3.** Enter the title of the document being corrected (e.g., Certificate of Limited Partnership, Certificate of Amendment, Application for Registration, etc.).
- Item 4.** Enter the date (month/day/year) the document being corrected was filed with the California Secretary of State.
- Item 5a.** Enter the provision in the document as previously filed and the reason it is incorrect. If the execution of the document was defective, indicate that it was defective and include the manner in which it was defective.
- Item 5b.** Enter the provision in the document as corrected. Attach additional pages if necessary.

- Item 6.** Form LP-11 must be signed in the same manner in which the document being corrected was required to be signed. (Section [15902.04](#).)
- If Form LP-11 is filed by any person other than the general partner(s), the signature must be followed by the words “signature pursuant to Section _____” identifying the appropriate statutory authority. (Section [15902.05](#).)
 - If Form LP-11 is signed by an attorney-in-fact, the signature should be followed by the words “Attorney-in-fact for (name of the partner).” (Section [15902.04](#).)
 - If Form LP-11 is signed by a general partner who is an association, the person who signs for the association should state the exact name of the association, his/her name and position/title.
 - If Form LP-11 is signed by a general partner who is a trust, Form LP-11 should be signed by a trustee as follows: _____, trustee for _____ trust including the date of the trust, if applicable). Example: Mary Todd, trustee of the Lincoln Family Trust (U/T/A 5-1-1994).
 - If additional signature space is necessary, the signatures may be made on an attachment to Form LP-11.

Any attachments to Form LP-11 are part of Form LP-11. All attachments should be 8 ½” x 11”, one-sided, legible and clearly marked as an attachment to Item 5a or 5b of Form LP-11 or a signature attachment to Form LP-11. Multiple signed Form-LP-11s will be returned without being filed.



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: [_____]

Secretary of State Use Only	
T/TR:	
AMT REC'D:	\$



LP-11

State of California Secretary of State

Limited Partnership Certificate of Correction

NOTE: This certificate can be used to correct a limited partnership record that was previously filed with the California Secretary of State if, at the time of filing, the record contained false or erroneous information or was defectively signed.

A \$30.00 filing fee must accompany this form.

IMPORTANT – Read instructions before completing this form.

This Space For Filing Use Only

12-Digit File Number

Limited Partnership Name (Enter the exact name of the limited partnership.)

1. CA Secretary of State File Number

2. Name of Limited Partnership

Document Title (Enter the title of the document being corrected.)

3. Title of Document Being Corrected

Document File Date (Enter the date the document being corrected was filed with the California Secretary of State.)

4. File Date of Document Being Corrected _____ - _____ - _____
(Month) (Day) (Year)

Document Provision (Item 5a: Enter the provision in the document as previously filed and the reason it is incorrect and, if the execution of the document was defective, indicate that it was defective and include the manner in which it was defective. Item 5b: Enter the provision in the document as corrected. Attach additional pages if necessary. Additional information set forth on attached pages, if any, is incorporated herein by this reference and made a part of this certificate.)

5a. Provision in Document as Previously Filed

5b. Provision in Document as Corrected

Execution (This certificate must be signed in the same manner in which the document being corrected was required to be signed. If additional signature space is necessary, the signatures may be made on an attachment to this certificate.)

6. I declare I am the person who executed this instrument, which execution is my act and deed. By signing this document I affirm under penalty of perjury that the stated facts are true.

Signature of General Partner

Type or Print Name of General Partner

Signature of General Partner

Signature of General Partner