



Secretary of State
Business Programs Division

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

Business Entities Records - Information & Fees

Free Online Searches

- The California Business Search (kepler.sos.ca.gov) provides free online access to certain corporation, limited liability company, and limited partnership information...
The Publicly Traded Disclosure Search (www.ptsearch.sos.ca.gov) provides free online access to information contained in Corporate Disclosure Statements filed by publicly traded corporations.

Ordering Information

To order copies of documents, certificates, or status reports for a business entity, submit a completed Business Entities Records Order Form along with applicable fees:

- By mail to the Secretary of State, Certification and Records, P.O. Box 944260, Sacramento, CA 94244-2600. Please include a self-addressed envelope to facilitate processing.
In person (drop off) to the Secretary of State, 1500 11th Street, 3rd Floor, Room 345, Sacramento, CA 95814 with an additional \$10 special handling fee per business entity.
Checks should be made payable to the Secretary of State.
Business entities records requests are processed only in the Secretary of State's Sacramento office.
Email and/or online business entities records requests cannot be accepted at this time.
For current processing times, go to www.sos.ca.gov/business-programs/business-entities/processing-times.

Fees

- Copy Fees
- Formations (articles) and registrations, amendments, mergers, dissolutions, cancellations, etc. \$1.00 for the first page, \$0.50 for each additional page
- Each individual Statement of Information (corporations and limited liability companies ONLY) \$1.00 for the first page, \$0.50 for each additional page
- Certification of a copy \$5.00 in addition to copy fees
If the number of pages is unknown, you may send a check for \$30.00 per entity (refunds issued for overpayments exceeding \$5.00) or a blank check with "NOT TO EXCEED \$30.00" written below the amount payable line.
Certificate Fees
- Certificate of Status (good standing, suspended, cancelled, etc.) \$5.00 each
- Certificate of Filing of All Documents \$5.00 per document listed
- Certificate of No Record \$5.00 each
Other Fees
- Status Report \$4.00 per entity
A Status Report is a computer printout that includes the entity name, file number, status, jurisdiction, address(es), and, when applicable, name and address of the principal member/manager/officer, name and address of the agent for service of process, and type of business.
- Domestic Fax return of completed order (transmitted within the United States) \$5.00 per entity
- International Fax return of completed order (transmitted outside the United States) \$10.00 per entity



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Business Entities Records - Order Form

This request is being processed for: (Please type or print legibly.)

Name: _____ Date: _____

Address: _____ Phone #: _____

City/State/Zip: _____ Attn: _____

If submitting in person (drop off only), select return method: [] Mail Back [] Pick Up

Entity Name: _____

CA Secretary of State Entity # (optional): _____

Entity Type: [] Corporation [] Limited Liability Company [] Limited Partnership
[] General Partnership [] Limited Liability Partnership [] Other _____
(Specify other entity type)

Order Request: (Check the applicable box(es) and complete the quantity desired.

If requesting a copy, indicate if a plain (uncertified) or certified copy is requested.)

Quantity

- [] Copy of all documents [] plain [] certified [____]
[] Copy of formation (e.g., articles) or registration filing only [] plain [] certified [____]
[] Copy of all amendments only (includes restated articles, mergers, dissolutions, cancellations, etc.).. [] plain [] certified [____]
[] Copy of last complete Statement of Information..... [] plain [] certified [____]
[] Copy of last no change Statement of Information [] plain [] certified [____]
[] Copy of all Statements of Information of record [] plain [] certified [____]
[] Copy of _____ . [] plain [] certified [____]
[] Certificate of Status (certifying to the status of the entity, e.g., active, suspended, cancelled, etc.) [____]
[] Certificate of Filing of All Documents [____]
[] Certificate of No Record..... [____]
[] Status report (computer printout of status and agent for service of process - cannot be certified) [____]
[] Fax return of completed order (Fax #: _____)

Secretary of State Use Only

Table with 2 columns: Description and Amount. Rows include: Affix Cert & Seal, Making first page, Making additional pages, Statement of Information, Certificate of, Status Report, Fax, Special Handling Fee, Other, TOTAL AMOUNT DUE, TOTAL AMOUNT REC'D, REFUND AMOUNT, BALANCE DUE.