



## Private Service Company Webpage – Request for Placement

### Private Service Company (PSC)

- PSCs are active business entities that will act as a point of contact with the California Secretary of State (for courier services, document filing, etc.) on behalf of our customers when they must conduct business **with our office**.
- If you meet the definition of a PSC** and would like to be added to our PSC webpage, please complete and return the enclosed request form as an attachment in an email, by mail or by fax to:

Email Address	Mailing Address	FAX Number
<a href="mailto:Legal@sos.ca.gov">Legal@sos.ca.gov</a>	Business Programs Division 1500 11th Street, Third Floor Sacramento, CA 95814	(916) 653-1315

- There is **no fee** required for placement on our PSC webpage.
- Once your PSC is placed on our webpage, if any information you provided in the request form changes, or if you wish to terminate your listing, send the updated information/request to the contact information listed above.

### Required Documentation

- If your PSC **is not** a business entity that is registered with the California Secretary of State (e.g., sole proprietorship), **you must include** with the completed request form a copy of documentation that sufficiently evidences the legal existence of the entity.
  - Documentation examples: A copy of the filed organizational document, business license, fictitious name statement, a current certificate of good standing from the authorized public official in the state where your business entity is formed, etc.
  - You are responsible for maintaining and providing us with current documentation for your listing. Expired listings **are subject to termination** without notification.
  - Failure to include the required documentation will result in the return of your request.
- If your PSC **is** a business entity that is registered with the California Secretary of State under the laws of California, the status of the entity **must be active** on the records of the Secretary of State. Note: If your entity is a corporation, limited liability company or limited partnership, the current status of your entity can be checked on our Business Search at [BusinessSearch.sos.ca.gov](http://BusinessSearch.sos.ca.gov).

### Placement on the PSC Webpage

- The placement of your PSC **is at the discretion** of the California Secretary of State.
- The placement of your PSC **does not**:
  - Imply endorsement by the California Secretary of State of your company; or
  - Confer legal authority for your company to do business in California, or register your company under the laws of the State of California. For information about registration, please refer to our Frequently Asked Questions webpage at [www.sos.ca.gov/business/be/faqs](http://www.sos.ca.gov/business/be/faqs).
- The California Secretary of State reserves the right to deny redundant or improper requests, including requests made to increase online exposure or promote business not related to services with our agency.



## Private Service Company Webpage – Request for Placement Form

If your business entity is a Private Service Company that will act as a point of contact with the California Secretary of State (for courier services, document filing, etc.) on behalf of our customers, you may request to be added to the Secretary of State's Private Service Company webpage by completing the form below.

- There is **no fee** required for placement on the webpage.
- The placement of a Private Service Company on the California Secretary of State's Private Service Companies webpage **does not** register or provide legal authority for that company to do business in California.

- 1. Enter the business name of your private service company.** (If your private service company is **not** an active entity that is registered with the California Secretary of State under the laws of the State of California, **you must** attach sufficient documentation evidencing the legal existence of the entity (e.g., copy of the filed organizational document, business license, or fictitious name statement, or a current certificate of good standing from the authorized public official in the state where the business entity is formed).)

Business Name:	
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- 2. Enter the contact information for your private service company.**

Contact Person:			
Address:			
City:		State:	Zip Code:
Phone #(s):	1: (     )     -     2: (     )     -	FAX #: (     )     -	
Email Address:			
Web Address:			

- 3. Select the service(s) that your private service company will provide.** (Note: Services that are not directly related to business conducted with the California Secretary of State's office (e.g., investigatory, legal, and/or notarial) **may not** be included.)

Business Entity:	<input type="checkbox"/> ..... Document Filing <input type="checkbox"/> ..... Name Availability Inquiries and Reservations <input type="checkbox"/> ..... Obtain Certificates and Records <input type="checkbox"/> ..... Act as Agent for Service of Process <input type="checkbox"/> ..... Statutory Agent Services <input type="checkbox"/> ..... Substituted Service of Process	
Notary:	<input type="checkbox"/> ..... Authentications (Apostilles and Certifications)	
UCC:	<input type="checkbox"/> ..... File Documents <input type="checkbox"/> .... Search and Obtain Records	
Miscellaneous:	<input type="checkbox"/> ..... File Trademarks <input type="checkbox"/> .... File Service Marks	