

## Instructions for Completing the Resignation of Agent for Service of Process (Form RA-100)

To resign as agent for service of process of a business entity registered with the California Secretary of State, complete the Resignation of Agent for Service of Process (Form RA-100).

Upon filing Form RA-100, the authority of the agent for service of process to act in that capacity will cease, and the California Secretary of State will give written notice of the resignation to the entity.

### Fees:

- **Filing Fee:** There is **no fee** for filing the Resignation of Agent for Service of Process.
- **Faster Service Fee:**
  - Counter and guaranteed expedite services are available only for documents *submitted in person (drop off) to our Sacramento office.*
  - **Counter Drop Off:** A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person (drop off) your completed document at our Sacramento office. The \$15.00 counter drop off fee provides priority service over documents submitted by mail. The special handling fee is not refundable whether the document is filed or rejected.
  - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee instead of the counter drop off fee. For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to [www.sos.ca.gov/business/be/service-options](http://www.sos.ca.gov/business/be/service-options).

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

**Payment Type:** Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa® or MasterCard®).

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

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Resignation of Agent for Service of Process (Form RA-100) as follows:**

Item	Instruction	Tips
1.	Enter the name of entity from which you are resigning as agent for service of process.	<ul style="list-style-type: none"> <li>• The <b>exact</b> entity name as it appears on file with the California Secretary of State <b>must</b> be entered. <b>Note:</b> If the entity is a corporation, limited liability company, or limited partnership, you can go to the Secretary of State's Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a> to verify: <ul style="list-style-type: none"> <li>- The exact name of the entity; <b>and</b></li> <li>- If you are currently listed as the entity's agent for service of process.</li> </ul> </li> </ul>
2.	Enter the file number issued to the entity by the California Secretary of State.	<ul style="list-style-type: none"> <li>• Examples: <ul style="list-style-type: none"> <li>- If the entity is a corporation, the letter "C" must be entered followed by the applicable 7-digit entity number.</li> <li>- If the entity is a limited liability company or a limited partnership, limited liability partnership, or general partnership enter only the applicable 12-digit entity number.</li> </ul> </li> <li>• Entity numbers for corporations, limited liability companies, and limited partnerships can be verified on the California Secretary of State's Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>.</li> </ul>

3.	Enter your name, <b>or</b> if the resigning agent for service of process is a corporation, enter the <b>exact</b> name of that corporation.	The <b>exact</b> name of a registered corporate agent can be found on the California Secretary of State's Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a> .
4.	The Statement of Resignation is required and must not be altered.	The Statement of Resignation declares your intent to resign as agent for service of process.
5.	<ul style="list-style-type: none"> <li>• This Resignation of Agent for Service of Process (Form RA-100) <b>must</b> be signed by the resigning agent for service of process.</li> <li>• If the agent for service of process is a corporation, the name of that corporation must be entered in Item 3 and this form <b>must</b> be signed by the person authorized to sign on behalf of that corporation.</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple Form RA-100s with <b>different signatures</b> will be returned without being filed – use only one form.</li> <li>• Do not include the office or title of the person signing.</li> <li>• Do not use a computer generated signature.</li> </ul>

**Mail Submission Cover Sheet (Optional):** To make it easier to receive communication related to **this document**, including a purchased copy of the filed document, if any, complete the Mail Submission Cover Sheet. For the Return Address: enter the name of a designated person and/or company and the corresponding mailing address. Please note the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

**Where to File:** Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Business Entities Filings Unit, P.O. Box 944260, Sacramento, CA 94244-2260 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

**Legal Authority:** General statutory filing requirements are found in California Corporations Code section [1503](#), [6211](#), [8211](#), [9660](#), [12571](#), [15901.16](#), [16309](#), [16953](#), [16959](#), [17701.15](#) or [18210](#); or California Financial Code section [14101.6](#). All statutory references are to the California Corporations Code unless otherwise stated.

**Note:** If the entity from which you are resigning as agent for service of process is a limited partnership, signing Form RA-100 constitutes an affirmation under penalty of perjury that the facts stated in the document are true. (Section [15902.08\(b\)](#).)



# 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](http://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:	\$



Secretary of State

RA-100

Resignation of Agent For Service of Process

IMPORTANT — Read Instructions before completing this form.

There is No Fee for filing a Resignation of Agent Upon Whom Process May be Served

Copy Fees – First page \$1.00; each attachment page \$0.50; Certification Fee - \$5.00

Note: If the entity from which you are resigning is a corporation, limited liability company, or limited partnership, you can go to the California Secretary of State’s Business Search at BusinessSearch.sos.ca.gov to verify the exact name of the entity, entity file number, and that you are currently listed as agent for service of process.

This Space For Office Use Only

1. Entity Name (Enter the exact name of the entity from which you are resigning as agent for service of process.)

[Empty text box for Entity Name]

2. Entity File Number (Enter the file number issued to the business entity by the California Secretary of State.)

[Empty text box for Entity File Number]

3. Name of Resigning Agent for Service of Process (Enter your name, or if the agent for service of process is a corporation, enter the name of that corporation.)

[Empty text box for Name of Resigning Agent]

4. Statement of Resignation (The following statement declares your intent to resign as agent for service of process. Do not alter.)

The undersigned hereby resigns as agent upon whom process may be served in California for the above-name entity.

5. Read and Sign Below (See Instructions. Office or title not required. Do not use a computer generated signature.)

I declare I am the person who signed this document, which execution is my act and deed.

Signature of Resigning Agent for Service of Process or
Signature of Representative of Resigning Agent, if the agent for service of process is a corporation