

## Instructions for Completing the Certificate of Correction (Form CORR-CORP)

To correct a provision of an agreement, certificate or instrument filed by a domestic or foreign corporation, the corporation must file a Certificate of Correction that meets the requirements of California Corporations Code sections [109](#), [173](#), and [193](#) as applicable (stock corporations); or [5007](#), [5062](#), and [5076](#) as applicable (nonprofit corporations); or [12213](#), [12241](#), and [12251](#) as applicable (cooperative corporations). Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs.

Form CORR-CORP can be used to correct an agreement, certificate or other instrument filed by a domestic stock or nonprofit corporation, foreign stock or non-profit corporation, social purpose corporation, benefit corporation, fish marketing corporation, cooperative and agricultural cooperative, or foreign business corporation surviving a merger with a California nonprofit corporation.

Note: Form CORR-CORP has been created for ease in filing, however, any format may be used that meets statutory requirements.

Note: This form may not indicate a delayed (future) effective date. (California Corporations Code sections [109](#), [5007](#), and [12213](#).)

### Fees:

- **Filing Fee:** The fee for filing the Certificate of Correction (Form CORR-CORP) is **\$30.00**.
- **Faster Service Fee:**
  - Counter and guaranteed expedite services: Your document must be submitted in person (drop off) to our Sacramento office.
  - **Counter Drop Off:** A separate, non-refundable **\$15.00** special handling fee is required if you submit the document in person (drop off) at our Sacramento office. The \$15.00 special handling fee provides priority service over documents submitted by mail. This special handling fee is not refundable whether the document is filed or rejected. For detailed information about priority service, go to [www.sos.ca.gov/business/be/special-handling-services](http://www.sos.ca.gov/business/be/special-handling-services).
  - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for an expedite fee instead of the special handling fee. The expedite fee is not refundable whether the document is filed or rejected. For detailed information about faster processing service and fees 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:** Upon filing, we will return one (1) plain copy of your filed document for free and will certify the copy upon request and payment of a \$5 certification fee. To obtain additional copies or certified copies of this filed Certificate of Correction, include payment for copy fees and certification fees at the time the Certificate of Correction is submitted. Additional 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 Dates:** For current processing dates, go to [www.sos.ca.gov/business/be/processing-dates](http://www.sos.ca.gov/business/be/processing-dates).

Please **type or legibly print** in black or blue ink. **Complete the Certificate of Correction (Form CORR-CORP) as follows:**

Item	Instruction	Tips
Title	<p>Enter the title of document being corrected and the name(s) of the corporation(s).</p> <p>If correcting a merger document, only the surviving corporation files the Certificate of Correction.</p>	<ul style="list-style-type: none"> <li>• Enter the title of the document to be corrected (e.g. title of the agreement, certificate, or other instrument).</li> <li>• Enter the name(s) of the corporation(s) <b>exactly</b> as it appears on the records of the California Secretary of State including the entity ending, if any (ex: “ABC Corporation” or “Smith Construction Company”).</li> </ul>
1.	<p>Enter the name(s) of the corporation(s) <b>exactly</b> as it appears on the records of the California Secretary of State including the entity ending, if any (ex: “ABC Corporation” or “Smith Construction Company”).</p>	<ul style="list-style-type: none"> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. To search, identify your corporation by name or Entity Number. Make sure the jurisdiction on record matches your corporation.</li> <li>• To ensure you have the exact name(s) of the corporation(s), look to your registration document(s) filed with the California Secretary of State and any name change amendments.</li> <li>• If a merger, separate the names of the corporations with a comma.</li> </ul>
2.	<p>Enter the 7-digit Entity Number(s) issued to the corporation by the California Secretary of State at the time of registration.</p>	<ul style="list-style-type: none"> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. To search, identify your corporation by name or Entity Number. Make sure the jurisdiction on record matches your corporation.</li> <li>• To ensure you have the correct Entity Number(s) and exact name(s) of the corporation(s), look to your registration document filed with the California Secretary of State and any name change amendments.</li> </ul>
3.	<p>Enter the date (MM/DD/YYYY) the document being corrected was filed with the California Secretary of State.</p>	<ul style="list-style-type: none"> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. To search, identify your corporation by name or Entity Number. Make sure the jurisdiction on record matches your corporation.</li> <li>• The file date is provided by the California Secretary of State on the document filed with the California Secretary of State.</li> </ul>
4.	<p>Enter the Article number or Section (e.g. Article 1, Section 5) and the provision as corrected; and if the execution was defective, wherein it was defective.</p>	<ul style="list-style-type: none"> <li>• Attach additional pages if necessary. <ul style="list-style-type: none"> <li>– All attachments should be 8 ½ x 11, one sided, legible and clearly marked as an attachment to this Form CORR-CORP.</li> <li>– All attachments are part of this document.</li> </ul> </li> </ul>

5.	Stock corporations only. Nonprofit corporations leave blank.	Check the box, if applicable.
Signature	<p>This form has to be signed and verified/acknowledged as applicable under California Corporations Code sections <a href="#">109</a>, <a href="#">5007</a>, and <a href="#">12213</a>.</p> <p>If correcting a merger document, the Certificate of Correction is filed by the surviving corporation only.</p> <p><b>Do not</b> use a computer-generated signature.</p>	<p>If you need more space for signatures:</p> <ul style="list-style-type: none"> <li>Place the additional signatures on only one side of a standard letter-sized piece of paper (8 ½ x 11) clearly marked as an attachment to Form CORR-CORP and attach the extra page(s) to the completed Form CORR-CORP.</li> <li>All attachments are part of this document.</li> </ul>

**Submission Cover Sheet (Optional):** To make it easier to receive communication related to **this document**, including receipt of the copy of the filed document, complete the Submission Cover Sheet. For the Return Address: enter the name of a designated person and/or company and the corresponding mailing address. Note: the 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.

**Legal Authority:** Statutory filing provisions are found in California Corporations Code sections [109](#), [5007](#) and [12213](#). See also, California Corporations Code sections [173](#), [193](#), [5062](#), [5076](#), [12241](#), [12251](#) as applicable. All statutory references are to the California Corporations Code, unless otherwise stated.



# 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.
- In person submissions: \$15 handling fee; do not include a \$15 handling 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-dates](http://www.sos.ca.gov/business/be/processing-dates).

### 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  
Certificate of Correction**

**CORR-  
CORP**



of \_\_\_\_\_  
(insert the title of the document being corrected)

of \_\_\_\_\_  
(insert the name of the corporation(s))

**IMPORTANT - [Read Instructions](#) before completing this form.**

**Filing Fee - \$30.00**

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

This Space For Office Use Only

**1. Corporation(s) Name(s)** (Enter the exact name(s) of the corporation(s) on file with the California Secretary of State.)

**2. 7-Digit Entity Number(s)** (Enter the exact 7-digit Entity Number(s) issued by the California Secretary of State.)

**3. File Date of Document Being Corrected**  
(MM/DD/YYYY)

**4. Document Provision** (Enter the Article number or Section being corrected and the provision as corrected; and if the execution was defective, wherein it was defective.)

**5. Stock Corporations only:** If applicable, check this box:

- The certificate does not alter the wording of any resolution or written consent which was in fact adopted by the board or the shareholders.

**Read, Declare and Sign Below. [See Instructions](#) for signature requirements.**

Additional pages set forth on attached pages, if any, are incorporated herein by reference and made part of this Form CORR-CORP. All attachments should be 8 ½ x 11, one sided, legible and clearly marked as an attachment to this Form CORR-CORP.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge. I declare I am the person who executed this instrument, which execution is my act and deed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Business Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Business Title