



## Foreign Name Registration

A foreign corporation not transacting intrastate business in California, but wishing to protect the name for future use, may register its corporate name with this office, provided the name would be available pursuant to Section 201, California Corporations Code. To accomplish this, the corporation would file an application for registration in compliance with California Corporations Code Section 2101. A Registration of Corporate Name by Foreign Corporation form designed for compliance with these requirements is attached.

The registration is effective until the close of the calendar year in which the application for registration is filed. A corporation may renew its registration by filing a new form between October 1 and December 31 of each year. The renewal, when filed, extends the registration for the following calendar year. The attached form may be used for initial registration or for renewal if the foreign corporation has previously registered its corporate name with the California Secretary of State.

### Additional Requirement

A certificate by an authorized public official of the state or place of incorporation, to the effect that the corporation is an existing corporation in good standing status in that state or place, **must be attached** to the Registration of Corporate Name by Foreign Corporation form at the time of filing. Note: A certified copy of the Articles of Incorporation does not meet statutory requirements and cannot be accepted in lieu of the required certificate.

### Where to File

The Registration of Corporate Name by Foreign Corporation can be mailed to Secretary of State, Document Filing Support Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814 or delivered in person (drop off) to the Sacramento office. Registration documents are filed only in the Secretary of State's Sacramento office.

To facilitate the processing of documents mailed to the California Secretary of State, a letter referencing the corporate name as well as the sender's name, return address and telephone number should be included with the submittal.

Go to [www.sos.ca.gov/business-programs/business-entities/processing-times](http://www.sos.ca.gov/business-programs/business-entities/processing-times) to get the current processing times and determine which method of submission meets your needs.

### Fees

The fee for filing a Registration of Corporate Name by Foreign Corporation is \$50.00. In addition to the filing fee, there is a non-refundable \$15.00 special handling fee 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.htm](http://www.sos.ca.gov/business/be/service-options.htm). 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.



# 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	
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AMT REC'D:	\$

**Registration of Corporation Name  
By Foreign Corporation**

\_\_\_\_\_  
*(Name of Corporation)*

\_\_\_\_\_  
a corporation organized and existing under the laws of \_\_\_\_\_,  
*(State or Place of Incorporation)*

hereby applies for registration of its corporate name and makes the following statement:

This corporation, incorporated on \_\_\_\_\_,  
*(Date of Incorporation)*

desires to register its name under California Corporations Code section 2101.

\_\_\_\_\_  
*(Signature of Corporate Officer)*

\_\_\_\_\_  
*(Typed Name and Title of Officer Signing)*