



Secretary of State
Business Programs Division

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

Business Entities Records - Order Form



ORDERS CANNOT BE CHANGED OR CANCELLED ONCE SUBMITTED

1. Requestor's Information Date: Individual's name: Firm name (if any): Return address: City: State: Zip: 10-digit telephone number: In person drop off only, please indicate type of return method requested: Mail Pick-Up
2. Order Details Entity name: Secretary of State Entity/File Number (recommended): Entity type (Check 1 box): Corporation Limited Liability Company Limited Partnership General Partnership Limited Liability Partnership Other
3. Copy Requests - Plain (uncertified) copies are \$1.00 for the first page, \$0.50 for each additional page. Certified copies are an additional \$5.00 per document. See instructions for additional detail.
4. Certificate/Status Requests a. Certificate of Status (lists entity status: i.e., good standing, active, suspended, etc.) - \$5.00 each # of certificates b. Certificate of Filing of All Documents (lists all documents of record) - \$5.00 per document listed # of certificates c. Certificate of No Record (certifies no record of entity found) - \$5.00 each # of certificates d. Status Report (computer print-out of entity record. Cannot be certified) - \$4.00 each # of reports
5. FAX - For an additional fee, we will FAX the requested copies/certificates to you prior to delivery of hard-copies. Domestic FAX (in U.S.) - \$5.00 fee Foreign FAX (outside U.S.) - \$10.00 fee FAX #
THIS SECTION FOR SECRETARY OF STATE USE ONLY Affix Cert & Seal Making first page Making additional pages Certificate of Status Report FAX Special Handling Fee Other
TOTAL AMOUNT DUE TOTAL AMOUNT REC'D REFUND AMOUNT BALANCE DUE