



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 (see instructions for options):

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.
a. Articles/Formation/Registration document only # of plain copies # of certified copies
b. Articles & Amendments documents only # of plain copies # of certified copies
c. All Amendment documents only # of plain copies # of certified copies
d. Last complete Statement of Information # of plain copies # of certified copies
e. Last no change Statement of Information # of plain copies # of certified copies
f. All Statements of Information # of plain copies # of certified copies
g. All documents and Statements of Information # of plain copies # of certified copies
h. Copy of: # of plain copies # of certified copies

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 \$