

# Retrieve a Certificate of Good Standing or Certificate of Suspension from the California Secretary of State's Office in Sacramento, CA on a 24 hour rush

**\*\*\*PLEASE TYPE ON THIS FORM USING YOUR COMPUTER, USE HAND TOOL\*\*\***

## STEP 1:

Type of entity (check only one): Corporation **NOTE: The CA State will process this order within 24 hours**  
LLC      LLP      LP      GP      -- Order must be received by 3:00pm PST or rush will start the next day --  
Name of Business Entity (full legal name): \_\_\_\_\_

Secretary of State's file number: \_\_\_\_\_ **LOOK UP FILE NUMBER AT <http://kepler.sos.ca.gov/list.html>**

Note: The file number can be found on the formation document.

Please retrieve the following (please check the appropriate box):

Certificate of:      Good Standing      Suspension

How many? \_\_\_\_\_ Note: All certificates are certified.

*Each certificate costs \$5.00 (state fee) plus the counter fee (state fee) of \$10.00; add \$35.00 for our service fee + \$200.00 rush fee. Please note: The state charges only one \$10.00 counter fee per entity.*

## STEP 2: Shipping

- How would you like your order returned? (Mark as many as you need)

Fax      Add \$3.00      **OR**      Scan as a PDF file and e-mail to one address      Add \$5.00

E-mail address: \_\_\_\_\_

FedEx      add \$25.00 for priority overnight      I have my own FedEx acct. \_\_\_\_\_ (No extra charge.)

Regular Mail      No charge. Please note that we highly recommend that you use FedEx as we cannot guarantee regular mail.

**STEP 3: Fees** - Our fee: Retrieve a Certificate \$35.00 + 24 hour rush fee \$200.00 + good standing fee of \$15.00. Total: \$250.00 (Price is for 1 certificate; add \$35.00 for each additional certificate (includes state fee).

Order Total: \_\_\_\_\_ (If you are unsure how to calculate the order, please check here      and we will contact you.

Please note that if we are unable to get a hold of you, it will delay your order.) Estimate state fees or leave blank.

Example: Order one certificate plus e-mail and FedEx return. One certificate \$250 + e-mail fee \$5 + FedEx \$25 = \$280.00

## STEP 4: Shipping Address

for original certificate (**THIS INFORMATION IS REQUIRED**) - **DON'T LEAVE BLANK**

Firm Name (if applicable): \_\_\_\_\_

Attn (First and last name): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (required): \_\_\_\_\_ Alt. #: \_\_\_\_\_ (Please include area code)

Fax #: \_\_\_\_\_ (This fax # must be a free standing fax or have the ability to receive faxes at anytime or an additional \$3.00 "call before fax" charge will apply.) Call me before you fax the document.

## STEP 5: Payment Information:

Credit Card Type:      Visa      MasterCard      American Express      Discover      Bill my account

I am paying with a personal credit card      I am paying with a corporate credit card.

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ (mo/yy) Double check card #

Billing address:      same as shipping - **Name of Card Holder (full name):** \_\_\_\_\_

Different billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Total Amount: \_\_\_\_\_ (Please indicate our fee, the state fee, and any shipping fee)

Signature of Card Holder (Required): \_\_\_\_\_

By signing this form, I give permission to Sun Document Filings (SDF) to bill my credit card for the price of this order. If I am using my company's card, I am signing as an authorized user. I confirm that I have read and agree with Sun Document Filings' terms and conditions that are found on their website. I understand that if the company is not in good standing or there is no record of the company on file with the Secretary of State, I still have to pay any applicable state fee and attempt to retrieve service fees. I have double checked this form for errors and I authorize SDF to place my order immediately. We cannot guarantee how long it will take the Secretary of State to process your request. Most requests are processed within 24 hours. Read our rush policy before placing order. \*There are no returns, cancellation options, or refunds for certificate orders. No exceptions\*