

Retrieve a copy of the Articles of Incorporation/ Organization/ Formation/ Amendments/ Statement of Information from the California Secretary of State

STEP 1:

Type of entity: Corporation (any type) LLC LLP LP GP Other: _____
Name of Business Entity (full legal name): _____

Secretary of State's file number # Required (This is not the EIN or Tax ID number): _____

Articles of Incorporation/Articles of Organization (LLC) All Amendments
All documents on file including the Statement of Information (last complete)
Other: _____

The State charges a \$10.00 counter fee per entity plus the State charges \$1.00 for the first page and .50 thereafter for copies. There is an additional \$5.00 state fee for each certified copy.

Please select one: Certified copy How many? _____
Plain copy How many? _____

For an LLC or corporation only- Statement of Information (SOI)

Select at least one: Last complete on file Last on file All SOI's on file By SOI number: _____
Please select one: Certified copy How many? _____ OR Plain copy How many? _____
Add a Certificate of Status/Certificate of Good Standing to this order (\$40.00 including state fee) How many? _____

STEP 2: Shipping - How would you like your order returned? (Mark as many as you need)

Fax Add \$1.50 per page (If you order a certified copy, it counts as one page plus the copy of the document)
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 do not and cannot guarantee regular mail.

STEP 3: Fees - \$35.00: includes one copy of the Articles/Formation document and any Amendments on file OR 1 copy of the Statement of Information. (\$20.00 For each duplicate set of Articles & Amends or Statement.) \$50.00 - All documents on file including the Statement of Information-last complete only. \$70.00 For all documents on file and all Statement of Informations on file or by number. (\$40.00 For a duplicate set of all docs on file and all Statements.) State fee & shipping fees are addition to our service fees. If you do not know exactly how many pages are on file, we will not be able to give an exact price quote for the state fees. We will not know the total state copy cost until the order is completed by the Secretary of State's office. If you must know the state fee you may call them for the total. All companies have at least a formation document on file. Estimated Order Total: _____ Leave blank if unsure.

STEP 4: Shipping Address (must be a physical address if you have chosen FedEx): Is this address in a residence? Yes No

Firm Name (if applicable): _____
Attn (First and Last Name): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone (required): _____ Alt. #: _____ (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)
Billing address: same as shipping Different billing address: _____
City: _____ State: _____ Zip: _____
Total Amount: _____ (Please indicate our fee and shipping fee + estimated State fee or write "est.")
Name of Card Holder as it appears on the card (Required): _____
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 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 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 7 business days. We visit the Secretary of State's office 3 times a day, Monday thru Friday. *There are no return options or refunds for document retrieval orders. Orders cannot be cancelled once they are placed. The State does not allow cancellations. No exceptions* Add \$2.50 more for residential FedEx delivery.