

Retrieve a Certificate of Good Standing or Certificate of Current Status from the California Secretary of State's Office in Sacramento, CA

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

STEP 1:

Type of entity (check only one): Corporation
LLC LLP LP GP

NOTE: For 24 hour rushes, please use this rush order form.
-- 24 hour rush services are available for additional fees. --

Name of Business Entity (full legal name): _____

Secretary of State's file number: _____

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

Other: _____

How many? _____ Note: All certificates are certified.

Each certificate costs \$5.00 (state fee) plus the counter fee (state fee) of \$10.00; add \$5.00 for each additional good standing. 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 of Status \$35.00 + State fee of \$15.00.

(Price is for 1 certificate; add \$25.00 for each additional certificate.)

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. Our fee is \$35 + state fee of \$15 + e-mail fee \$5 + FedEx \$25 = \$80.00

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 5-7 business days. *There are no returns, cancellation options, or refunds for document retrieval orders. No exceptions*