



Secretary of State  
Business Programs Division

1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Business Entities  
(916) 657-5448

## CERTIFICATE PURSUANT TO SECTION 1505, CALIFORNIA CORPORATIONS CODE

Corporations, Limited Partnerships and Limited Liability Companies are required to designate an agent for service of process. This agent may be a natural person residing in the State of California or may be a corporation, in good standing status, on the records of the California Secretary of State.

Before a corporation may be designated as agent for service of process, that corporation must file with the Secretary of State a certificate pursuant to California Corporations Code [section 1505](#). A copy of Section 1505 is printed on the reverse side of this information sheet. A form meeting statutory filing requirements is attached.

The fee for filing a certificate pursuant to Section 1505 is \$30.00. Check(s) should be made payable to the Secretary of State.

The original and at least two copies of the certificate should be included with your submittal. The Secretary of State will certify two copies of the filed certificate without charge, **provided that the copies are submitted to the Secretary of State with the document to be filed**. Any additional copies submitted will be certified upon request and payment of the \$8.00 per copy certification fee.

Certificates pursuant to Section 1505 are not filed in the regional offices. Documents must be **mailed** or hand delivered for over-the-counter processing to the Secretary of State's office in Sacramento at:

Business Programs Division (916) 657-5448  
1500 11th Street, Room 390  
Sacramento, CA 95814  
Attn: Document Filing Support Unit

A \$15.00 **special handling fee** is applicable for processing documents delivered in person at the public counter in the Sacramento office. The \$15.00 special handling fee must be remitted by separate check for each submittal and will be retained whether the documents are filed or rejected. The special handling fee does not apply to documents submitted by mail.

Preclearance or expedited filing of *eligible corporate documents* can be requested in a specified time frame, for an additional fee (in lieu of the \$15.00 special handling fee), as described in the [Preclearance/Expedited Filing Service Information](#). The preclearance/expedited filing service is not available in the regional offices.

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PLEASE REFER TO THE CORPORATE NUMBER WHEN SUBMITTING  
DOCUMENTS FOR FILING TO ENSURE PROPER APPLICATION

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(Please see reverse)



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## **EXPANSION OF PRECLEARANCE AND EXPEDITED FILING SERVICES (Effective Monday, October 2, 2006)**

We are pleased to announce that our preclearance and expedited filing services have been expanded to include all business entity documents filed with the Secretary of State pursuant to the California Corporations Code, the California Financial Code or the California Insurance Code. These services, previously offered only for specified corporate documents, are now available for all corporate, limited liability company and limited partnership documents, including interspecies mergers and conversions, and for all other documents filed by other entity types. In addition, the number of copies required to be submitted for the preclearance service has been reduced from two to one.

Preclearance service provides a customer with the opportunity to submit a business entity document in person to the Secretary of State's Sacramento office prior to filing to determine if the document conforms to law and to receive a preclearance response within a guaranteed time frame.

Expedited filing service provides a customer with the opportunity to submit for filing a business entity document in person to the Secretary of State's Sacramento office and to receive a filing response within a guaranteed time frame.

Please refer to the Secretary of State's website at <http://www.ss.ca.gov/business/precexp.htm> for detailed information regarding the preclearance and expedited filing services.

Authority cited: Title 2, California Code of Regulations, sections 21904 and 21905; and Government Code section 12182.

## SECTION 1505, CALIFORNIA CORPORATIONS CODE

### §1505. Corporate agent for service of process; certificate; filing; supplemental certificate; qualifications

- (a) Any domestic or foreign corporation, before it may be designated as the agent for the purpose of service of process of any entity pursuant to any law which refers to this section, shall file a certificate executed in the name of the corporation by an officer thereof stating all of the following:
  - (1) The complete address of its office or offices in this state, wherein any entity designating it as such agent may be served with process.
  - (2) The name of each person employed by it at each such office to whom it authorizes the delivery of a copy of any such process.
  - (3) Its consent that delivery thereof to any such person at the office where the person is employed shall constitute delivery of any such copy to it, as such agent.
- (b) Any corporation which has filed the certificate provided for in subdivision (a) may file any number of supplemental certificates containing all the statements provided for in subdivision (a), which, upon the filing thereof, shall supersede the statements contained in the original or in any supplemental certificate previously filed.
- (c) No domestic or foreign corporation may file a certificate pursuant to this section unless it is currently authorized to engage in business in this state and is in good standing on the records of the Secretary of State.

(§ Added by Stats. 1978, c. 1305, p. 4267, §4, operative Jan. 1, 1980, Stats. 1984, c. 812, §1.5)

*(Please see reverse)*

**CERTIFICATE PURSUANT TO SECTION 1505,  
CALIFORNIA CORPORATIONS CODE**

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_, a corporation organized and  
existing under the laws of \_\_\_\_\_, makes the following statement:  
(State or Place of Incorporation)

1. The complete address of its office in the state of California wherein any entity designating it as agent may be served with process is \_\_\_\_\_  
\_\_\_\_\_.
2. The name of each person employed by it at such office to whom it authorized the delivery of any copy of any such process is \_\_\_\_\_  
\_\_\_\_\_.
3. The corporation consents that delivery thereof to such person at the address designated shall constitute delivery of any such copy to it, as such agent.

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_  
(Signature of Corporate Officer)

\_\_\_\_\_  
(Typed Name and Title of Officer Signing)