

Instructions for Completing the Registered Corporate Agent for Service of Process Certificate (Form 1505) (Registered Corporations ONLY)

If your corporation is registered with the California Secretary of State, you may file Form 1505 to become a corporate agent for service of process for other business entities in California that have registered with the California Secretary of State.

- The status of the corporation **must be active** in order to file Form 1505. The status of the corporation can be checked online on the California Secretary of State's Business Search at BusinessSearch.sos.ca.gov.
- An "Agent for Service of Process" is responsible for accepting legal documents (e.g. service of process, lawsuits, other types of legal notices, etc.) on behalf of the business entity.

After Form 1505 is filed with the California Secretary of State:

- The name of your corporation will appear on our "List of Registered Corporate Agents" which is available online to the public at <https://businessfilings.sos.ca.gov/frmlist1505s.asp>.
- If any of the information changes, you must file a new **fully completed** Form 1505.
- If your corporation becomes **suspended/forfeited** by the California Secretary of State and/or the California Franchise Tax Board, the corporation's authority to act as a corporate agent for other business entities will cease. In order to restore that authority, you will have to resolve the suspension, be returned to active status and then file a new **fully completed** Form 1505. For more information about suspensions/forfeitures, go to www.sos.ca.gov/business/be/faqs.

Fees:

- **Filing Fee:** The fee for filing a Registered Corporate Agent for Service of Process Certificate (Form 1505) is **\$30.00**.
- **Faster Service Fee:**
 - Counter and guaranteed expedite services are available only for documents *submitted in person (drop off) to our Sacramento office*.
 - **Counter Drop Off:** A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person your completed document at our Sacramento office. The \$15.00 counter drop off fee provides priority service over documents submitted by mail. The special handling fee is not refundable whether the document is filed or rejected.
 - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee instead of the counter drop off fee. For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to www.sos.ca.gov/business/be/service-options.

Copies: Upon filing, we will return one (1) plain copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee. To obtain additional copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Additional copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

Payment Type: Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa® or MasterCard®).

Processing Times: For current processing times, go to www.sos.ca.gov/business/be/processing-times.

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registered Corporate Agent for Service of Process Certificate (Form 1505) as follows:**

Item	Instruction	Tips
1.	Enter the name of the corporation exactly as it appears on file with the California Secretary of State, including the entity ending (ex: "Jones & Company, Inc." or "Smith Construction Company").	<ul style="list-style-type: none"> The name must match exactly the name as shown on the records of the California Secretary of State. If your corporation is a registered foreign corporation (formed outside of California) and the foreign corporation registered in California using an assumed name (e.g. "ABC CORPORATION DOING BUSINESS IN CALIFORNIA AS ABC CORPORATION OF DELAWARE"), you must enter the complete assumed name. To ensure you have the exact name of the corporation, look to your registration document filed with the California Secretary of State and any name change amendments. Secretary of State Records can be accessed online through our Business Search at BusinessSearch.sos.ca.gov. While searching the Business Search, be sure to identify your corporation correctly, including the jurisdiction that matches your corporation.
2.	If known, enter the 7-digit corporate file number issued to the corporation by the California Secretary of State at the time of registration.	<ul style="list-style-type: none"> The 7-digit file number is provided by the Secretary of State above the file stamp at the top of the corporation's registration document filed with the California Secretary of State. To ensure you have the correct file number of the corporation, look to your registration document filed with the California Secretary of State. Secretary of State Records can be accessed online through our Business Search at BusinessSearch.sos.ca.gov. While searching the Business Search, be sure to identify your corporation correctly, including the jurisdiction that matches your corporation.
3.	Enter the complete California street address, city and zip code, of the office where any business entity that named your corporation as agent for service of process may be served with process.	<ul style="list-style-type: none"> The complete street address is required, including the street name and number, city and zip code. Do not enter a P.O. Box address, an "in care of" address, or abbreviate the name of the city.
4.	Enter the names of all persons employed by your corporation who are authorized to accept delivery of any copy of service of process, at the address entered in Item 3 above, on any entity that has designated your corporation as its agent for service of process. Must enter at least 1 person. If there are more than 3, see Filing Tips.)	<ul style="list-style-type: none"> If you need more space to name additional authorized employees: <ul style="list-style-type: none"> Place the additional names on only one side of a standard letter-sized piece of paper (8 1/2" x 11") clearly marked as an attachment to Form 1505 and attach the extra page(s) to the completed Form 1505. All attachments are part of this document. Multiple Form 1505s with names of authorized employees will be returned without being filed – use only one form and include an attachment as noted above.

5.	The Statement of Consent is required. Do not alter.	
6.	Form 1505 must be signed by an officer of the corporation.	<ul style="list-style-type: none"> There is no authority for a director or “authorized representative” to sign a Registered Corporate Agent for Service of Process Certificate (Form 1505). This document must be signed by an officer of the corporation. Do not include the office or title of the officer signing. Do not use a computer generated signature.

Mail Submission Cover Sheet (Optional): To make it easier to receive communication related to **this document**, including receipt of the copy of the filed document, if purchased, complete the Mail Submission Cover Sheet. For the Return Address: enter the name of a designated person and/or company and the corresponding mailing address. Please note the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

Where to File: Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Business Entities Filings Unit, P.O. Box 944260, Sacramento, CA 94244-2600 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

Legal Authority: General statutory filing provisions are found in California Corporations Code section [1505](#). All statutory references are to the California Corporations Code.

Reminder: All Filings and Contents are Available to the Public: Filings and information contained in filings you submit to the California Secretary of State are public record, including names, phone numbers, email addresses, and mailing and street addresses, except as provided in statutes. To avoid issues related to identity theft you should avoid using and submitting confidential information in public filings unless specifically required by statute. The public can view information and download documents contained in the Secretary of State’s electronic records using digital search tools and information posted on the Secretary of State’s website. Also, please note that individuals and private companies use this public information to create third party access to these records. For more information about privacy and access to public records, go to www.sos.ca.gov/business-programs/pi-faqs and admin.cdn.sos.ca.gov/pdf/pr-a-guidelines.pdf.

**Secretary of State****1505****Registered Corporate Agent for
Service of Process Certificate**

(Registered Corporations ONLY)

IMPORTANT — [Read Instructions](#) before completing this form.**Filing Fee — \$30.00****Copy Fees** — First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00 plus copy fees

Who Can File? Any **active** corporation that is registered with the California Secretary of State can file this Form 1505 to become authorized to be a corporate agent for service of process for other business entities that are registered with the Secretary of State. To check the status of your corporation, and to ensure you are entering the **exact** name of the corporation and the **correct** 7-digit Secretary of State file number, go to BusinessSearch.sos.ca.gov.

This Space For Office Use Only**1. Corporate Name** (Enter the **exact** name of the corporation as it is recorded with the California Secretary of State.)**2. 7-Digit Secretary of State File Number**(Enter the **complete** street address in California of the office where any entity that named your corporation as agent for service of process may be served with process.)

Do not enter a P.O. Box or "in care of" an individual or entity.

Street Address - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
		CA	

4. Authorized Employees(Enter the names of all persons employed by your corporation who are authorized to accept delivery of any copy of service of process, at the address entered in Item 3 above, on any entity who has designated your corporation as its agent for service of process. **Must** enter at least 1 person. If there are more than 3, [see Instructions](#).)

a. First Name of Authorized Employee	Middle Name	Last Name	Suffix
b. First Name of Authorized Employee	Middle Name	Last Name	Suffix
c. First Name of Authorized Employee	Middle Name	Last Name	Suffix

5. Statement of Consent (Do not alter the Statement of Consent.)

This corporation consents that delivery of a copy of service of process to an authorized employee at the address designated in item 3 shall constitute delivery of any such copy to the corporation, as the agent for service of process.

6. Read and Sign Below ([See Instructions](#). Office or title not required. Do not use a computer generated signature.)

I am a corporate officer and am authorized to sign on behalf of the corporation.

Signature

Type or Print Name