



Updated Notice of Change

Business Entities Filing and Order Services and Fees

Effective September 15, 2008, expedited filing services were expanded to include same-day service for filing business entity documents in person at the Sacramento office. In addition to the new service, the Secretary of State offers various levels of service for business entity filing and order (copy and certificate) requests as described below.

Mail Service: Filing and order requests may be submitted by mail only to the Sacramento and generally are processed within 10 to 20 business days, but do not require payment of a special handling fee. Mail service is not available in the regional offices.

Drop-Off Services:

- *Filing requests* submitted in person to the Sacramento office, along with a \$15 special handling fee and applicable filing fee, will be processed in priority over documents submitted by mail. The Secretary of State's regional offices (located in Fresno, San Francisco, Los Angeles and San Diego) provide limited drop-off filing services relating to corporations. Please refer to the Secretary of State's website at www.sos.ca.gov/business/regional.htm for the specific limited services provided by the regional offices. The average processing time for drop-off filing services in the Sacramento and regional offices is three to seven business days.
- *Order requests* submitted in person to the Sacramento office, along with a \$10 special handling fee and applicable copy/certification fee(s), will be processed in priority over requests submitted by mail. The average processing time for drop-off services is three to seven business days.
- *Certificate of Status requests* submitted in person to the Sacramento office, along with a \$10 special handling fee and \$5 certificate fee, generally will be processed within one business day.

4-Hour Filing Service (Class A): Filing requests submitted in person to the Sacramento office along with a \$500 expedite fee and applicable filing fee are guaranteed to be processed within four hours. Note: Preclearance approval (fees ranging from \$250 to \$500) is required to be eligible for the 4-hour filing service. Additional information regarding preclearance services is available on the Secretary of State's website at www.sos.ca.gov/business/precexp.htm.

Same-Day Filing Service (Class B – New): Filing requests submitted in person to the Sacramento office by 9:30 a.m., along with a \$750 expedite fee and applicable filing fee, are guaranteed to be processed by or before 4:00 p.m.

24-Hour Filing Service (Class C – *previously Class B*): Filing requests submitted in person to the Sacramento office, along with a \$350 expedite fee and applicable filing fee, are guaranteed to be processed within 24 hours.

Request for Specific File Date: If a customer initially requests the date of submission as the file date and the document is returned for correction, the requested file date will be honored as long as the document is resubmitted by the end of the third day following the date of return and conforms to law. Note: If a business entity document is resubmitted more than once, each resubmission will be treated as an original submission and the document will receive the earliest file date available based on the criteria specified above.

Authority cited: Title 2, California Code of Regulations, sections 21903, 21905, 21905.5, as amended; and Government Code section 12182. A copy of the text of the amended regulations is available on the Secretary of State's website at www.sos.ca.gov/business/regulations-special-handling.htm.