



**Secretary of State  
Business Programs Division**

Business Entities, 1500 11th Street, 3rd Floor, Sacramento, CA 95814

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## **Name Reservation Request**

### **(Corporation, Limited Liability Company, or Limited Partnership Names)**

To request the reservation of a corporation, limited liability company or limited partnership name, complete the enclosed Name Reservation Request Form, attach a check in the amount of \$10 (made payable to the Secretary of State) and submit the request:

- **By mail**, along with a self-addressed envelope, to Secretary of State, Name Availability Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814.
- **In person (drop off)** at the Secretary of State's office in Sacramento. A request to reserve a *corporation* name also can be dropped off in person at our Los Angeles regional office, 300 South Spring Street, Room 12513, Los Angeles, CA 90013. In addition to the \$10 name reservation fee, each drop off request must include a separate, non-refundable special handling fee in the amount of \$10. Note: The special handling fee is not applicable to requests submitted by mail.

Go to [www.sos.ca.gov/business-programs/business-entities/processing-dates](http://www.sos.ca.gov/business-programs/business-entities/processing-dates) for the current processing dates at our Sacramento office.

Only one reservation will be made per request form. You may list up to three names, in order of preference, and the first available name will be reserved for a period of 60 days. The remaining names will not be researched.

A name reservation is made for a period of 60 days. The name reservation can be renewed to the same applicant or for the benefit of the same party, but not for consecutive periods.

E-mail and/or online requests for name reservations cannot be accepted at this time. Please complete the Name Reservation Request Form on the following page.

**Note:** The reservation of a proposed corporation, limited liability company or limited partnership name does not guarantee that the reserved name complies with all federal and state laws. At the time of filing the document containing the reserved name, it is your responsibility to ensure that you have complied with all federal and state laws, including specific name requirements. In some circumstances, the reserved name may require additional approval/consent pursuant to applicable law at the time of filing. Name styles for particular types of business entities and the need for consent/approval required by law are not considered at the time of the name reservation. Therefore, no financial commitment relating to the proposed name should be made based on the reservation, since the business entity record is not created/qualified/amended until the appropriate documents have been submitted to and filed by the Secretary of State.

## **Corporation Names:**

A corporation name must not be a name that is "likely to mislead the public" and must be distinguishable in the records of the Secretary of State from the name of an existing corporation or a corporation name that has been reserved by another party. Note: Names are not considered distinguishable if the only difference is a corporate ending. A corporation name is reserved pursuant to California Corporations Code section 201(c).

## **Limited Liability Company (LLC) Names:**

An LLC name: (1) must not be a name that is "likely to mislead the public" and must be distinguishable in the records of the Secretary of State from the name of an existing LLC or an LLC name that has been reserved by another party. Note: Names are not considered distinguishable if the only difference is a limited liability company ending; (2) must include the words Limited Liability Company, or the abbreviations LLC or L.L.C. The words Limited and Company may be abbreviated to Ltd. and Co., respectively; (3) may not contain the words bank, trust, trustee, incorporated, inc., corporation, or corp.; and (4) must not contain the words insurer or insurance company or any other words suggesting that it is in the business of issuing policies of insurance and assuming insurance risks. (California Corporations Code section 17701.08 and 17708.05.) An LLC name is reserved pursuant to California Corporations Code section 17701.09.

## **Limited Partnership (LP) Names:**

An LP name: (1) must not be a name that is "likely to mislead the public" and must be distinguishable in the records of the Secretary of State from the name of an existing LP or an LP name that has been reserved by another party. Note: Names are not considered distinguishable if the only difference is a limited partnership ending; (2) must end with the phrase Limited Partnership or the abbreviation LP or L.P.; and (3) may not contain the words bank, insurance, trust, trustee, incorporated, inc., corporation, or corp. Note: If entity is a foreign LP that is a foreign limited liability LP, the name must contain the phrase Limited Liability Limited Partnership or the abbreviation LLLP or L.L.L.P, and may not contain the abbreviation LP or L.P. (California Corporations Code section 15901.08, 15909.05.) An LP name is reserved pursuant to California Corporations Code section 15901.09.



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Name Reservation Request Form
(Corporation, Limited Liability Company, or Limited Partnership Names)

The proposed name is being reserved for use by:

Your Name: Phone #:
Firm Name (if any): Fax #:
Address:
City/State/Zip:

Type of Entity (Select the applicable entity type. Only one type may be selected.)

Corporation Limited Liability Company Limited Partnership

Name To Be Reserved (Enter the name to be reserved. Only one reservation will be made per Name Reservation Request Form. You may list up to three names, in order of preference, and the first available name will be reserved for a period of 60 days. The remaining names will not be researched.)

1st Choice: is available. is available only with consent from: is not available. We have:

2nd Choice: is available. is available only with consent from: is not available. We have:

3rd Choice: is available. is available only with consent from: is not available. We have:

Suspended/Forfeited Entity

If the proposed name is being reserved for the purpose of reviving a suspended or forfeited entity, check the box and include the entity number. Entity Number

Mail Back Response

If the Name Reservation Request Form is submitted in person and if you would like the reservation to be mailed back, check the box and include a self-addressed envelope.

Fees (Please make check(s) payable to the Secretary of State.)

Reservation Fee: The fee for reserving a corporation, limited liability company or limited partnership name is \$10.00 (per reserved name).

Special Handling Fee:

- In addition to the reservation fee, a \$10.00 special handling fee is applicable for processing each Name Reservation Request Form delivered in person (drop off) to the Secretary of State's office.
The \$10.00 special handling fee must be remitted by separate check and will be retained whether the proposed name is accepted or denied for reservation.
The special handling fee does not apply to name reservation requests submitted by mail.

THE SPACE BELOW IS RESERVED FOR OFFICE USE ONLY

Date: Amt Rec'd: R #: By: