



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

## 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 Name Reservation Request Form on the following page, attach a check in the amount of \$10.00 (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. Please refer to our Mail Processing Times webpage at [www.sos.ca.gov/business/be/mail-processing-times.htm](http://www.sos.ca.gov/business/be/mail-processing-times.htm) for current mail processing times.
- **In person (drop off)** at the Secretary of State's office in Sacramento. *Corporation* names also can be reserved, in person, at any of the Secretary of State's regional office locations. Please refer to our Regional Offices webpage at [www.sos.ca.gov/business/regional.htm](http://www.sos.ca.gov/business/regional.htm) for regional office locations and addresses. A special handling fee of \$10.00 is applicable for each name reserved in person. The special handling fee must be remitted separately and will be retained whether the proposed name is accepted or denied for reservation. The special handling fee is not applicable to requests submitted by mail.

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.



## 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. **Note:** If the "Limited Partnership" type is selected, see [page 2](#) of this Name Reservation Request Form for an additional requirement.)

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:
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**Corporation Names:**

A corporation name must not be a name that is "likely to mislead the public or the same as, or resembling so closely as to tend to deceive," the name of a California or foreign corporation that has registered with this office or a name that has been reserved by another party. Note: Names are considered deceptive if the only difference is a corporate ending. (California Corporations Code section [201\(b\)](#) and [2106\(b\)](#).) 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 or which is the same as, or resembles so closely as to tend to deceive," the name of a California or foreign LLC that has registered with this office or a name that has been reserved by another party. Note: Names are considered deceptive if the only difference is an LLC ending; (2) must end with 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 [17052](#) and [17452](#).) An LLC name is reserved pursuant to California Corporations Code section [17053](#).

**Limited Partnership (LP) Names:**

An LP name: (1) 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](#).

**Additional Requirement - Limited Partnership Names**

In addition to completing the information on page 1 of this Name Reservation Request Form, a request to reserve a limited partnership name also must state the eligibility for the reservation as required by California Corporations Code section 15901.09. **Please select the applicable statement below** and attach this page to page 1 of this request form. Note: Only one statement may be selected.

**The exclusive right to the use of the proposed limited partnership name is being reserved by:**

- a person intending to organize a limited partnership under Chapter 5.5 of the California Corporations Code and adopt the name.
- a domestic (California) limited partnership or a foreign (out-of-state or out-of-country) limited partnership authorized to transact business in California intending to adopt the name.
- a foreign limited partnership intending to obtain a certificate of registration to transact business in California and adopt the name.
- a person intending to organize a foreign limited partnership in the foreign jurisdiction and intending to have it obtain a certificate of registration to transact business in California and adopt the name.
- a foreign limited partnership formed in the foreign jurisdiction under the name.
- a foreign limited partnership formed in the foreign jurisdiction under a name that does not comply with the requirements of California Corporations Code section 15901.08(b) or 15901.08(c), but the name to be reserved may differ from the foreign limited partnership's actual name only to the extent necessary to comply with California Corporations Code section 15901.08(b) or 15901.08(c).