

COVID-19

CORONAVIRUS UPDATES

June 18, 2020

Dear Valued BPD Customers and Stakeholders:

I hope each of you are healthy and staying safe. Thank you for your continued patience while we operate under the parameters of Governor Newsom's Executive Stay at Home Order and public health guidelines, while maintaining the essential work of the Secretary of State.

Expedite/Preclearance Drop Off: Effective Wednesday, June 24, 2020, we will resume **limited** Expedited/Preclearance services for business filings in Sacramento, as follows:

- 24 Hour Expedite Fee: \$350 plus filing fee; and
- 24 Hour Preclearance Fee: \$500.

Customers wanting these 24-hour expedite/preclearance services are asked to drop their document with separate checks or money orders (no cash or credit cards) for the fee and expedite/preclearance service in the Business Entities Drop Box in the Sacramento first floor lobby. Clearly mark your drop-off envelope with "24-hour Expedite". All other expedited/preclearance services remain suspended.

Expedite/Preclearance Pickup will be available daily in our Sacramento lobby between **3:30 p.m. and 4:00 p.m.** the next business day following your submission. Resuming the expedite/preclearance services applies only to business filings including Statements of Information submitted in the Sacramento office. This does not apply to Apostilles, Domestic Partnerships, or other non-related business filings.

Regular BE Counter Filings Pickup also will be available in our Sacramento lobby between **3:30 p.m. and 4:00 p.m.** This regular counter filings pickup only applies to business entity filings and does not apply to Statements of Information, Apostilles, Domestic Partnerships, or other non-related business filings at this time.

Notary and Special Filings, Uniform Commercial Code, Apostille, Domestic Partnerships and regular Statements of Information drop off submissions will continue to be returned via USPS or an overnight mail service (FedEx, UPS, DHL) providing you include a prepaid self-addressed airway bill.

Regular Counter Drop Offs will continue to be processed on a first in, first out basis. Filing fees are required to be paid by check or money order with your dropped off document using the locked drop boxes in the Sacramento lobby. We ask that you use the envelopes provided and clearly mark what section the submissions should be delivered.

Counter Service Fees of \$15 for Business Entities Filings and \$10 for Business Entities Records will resume and should be presented in separate checks or money orders from other applicable filing fees. No cash or credit cards at this time.

72-hour Rule for Rejected Counter Filings will be reinstated on Wednesday, June 24, 2020, for Business Entity and Statement of Information submissions provided the submitter requests the specific date on their counter sheet.

You are strongly encouraged to utilize our online tools at bizfile.sos.ca.gov:

- Corporation Formations (NEW for domestic stock corporations)
- Corporation Statements of Information
- LLC Formations
- LLC Statements of Information
- LLC Terminations
- Trademarks Registrations and Modifications
- UCC Online
- California Business Search
- Eureka Chatbot

Los Angeles Regional Office: Effective Wednesday, July 15, our Los Angeles Regional office will be open to the public between 10:00 a.m. and 2:00 p.m., with limited staff and services processing Apostilles and Domestic Partnership filings. Los Angeles will continue to handle traffic with our “Now Serving” sign by helping four customers at a time while other customers wait on the second floor until their number is called. Again, you are encouraged to submit documents to the Sacramento office via mail.

Safety Protocols: We ask that you continue to exercise social distancing and strongly encourage anyone entering our buildings to wear facial coverings. Please do not enter our buildings if you are not feeling well or are experiencing a fever or cough.

Thank you for your continued cooperation and understanding during this challenging time. For general questions, please call the appropriate section manager or supervisor.

**Business Programs Division Chief
California Business Connect Co-Sponsor
California Secretary of State**



bizfile.sos.ca.gov

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