

**STATE OF CALIFORNIA
SECRETARY OF STATE
CORPORATE**

ORDER FORM

- ☐ I would like to order a CD of the “**One Time Full File**” of the Corporate Master File. I have enclosed a check/money order for **\$100.00**, payable to the **Secretary of State**.

1.	BUSINESS NAME:		
2.	STREET ADDRESS:		
3.	SHIPPING ADDRESS:		
4.	CITY:	STATE:	ZIP CODE:
5.	TELEPHONE:	VOICE: ()	FAX: ()
6.	CONTACT PERSON (Signature) Signature in BLUE INK only		
7.	CONTACT PERSON (Print)		

NOTE: To process your order, The Secretary of State's Office requires a minimum of five (5) working days **from the date the order is received**. All fees include **packaging, CD and shipping via Fed Ex.**

*(The Shipping Address **CANNOT** be a **P.O. Box**).*

Please make check/money order payable to the **Secretary of State**, detach and return this form to:

**CALIFORNIA SECRETARY OF STATE
INFORMATION TECHNOLOGY DIVISION
1500 11th STREET 4th FLOOR, Rm. 455
SACRAMENTO CA 95814
(916) 651-7166**

ATTN: PRODUCTION SUPPORT UNIT

Corp One-Time Full File

ORDERING PROCEDURE

The Corporate System's output is available as a "One Time Corp Full File", created as a text file on a CD.

ONE-TIME CORP FULL FILE

To request a **"One-Time Corp Full File "** the client will submit to the Secretary of State (SOS) at the address indicated below:

- The completed order form
- A check/money order made payable to the Secretary of State

The SOS will provide the file in ASCII format on a CD.

NOTE: The file is not formatted for information search and retrieval. The client must be able to:

1. Extract the zip file into a flat file
2. Be able to create a program to convert the flat file to whatever application the client chooses to use.
3. You might need a database programmer to help you extract the information in a usable format.

The Corporation file is too large for an Excel spreadsheet. The Corporation master file has over 3 million records, and the Corporation history file has over 4 million records.

If you have any questions about the services offered please call The Production Support Unit at **(916) 651-7166** or write to the:

Production Support Unit
California Secretary of State
Information Technology Division
1500 11th Street 4th Floor
Sacramento, CA 95814

The Production Support Unit is available to assist you Monday through Thursday 8a.m. to 3:30 p.m. Pacific Time.