

# Name Availability Inquiry Letter

**(Corporation, Limited Liability Company and Limited Partnership Names)**

To check on the availability of a corporation, limited liability company or limited partnership name in California, complete the form below, and submit the completed form by mail, along with a self-addressed envelope, to Secretary of State, Name Availability Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814.

**Note:** Checking the availability of a corporation, limited liability company or limited partnership name does not reserve the name and has no binding effect on the Secretary of State, nor does it confer any rights to a name. Please refer to our Name Availability webpage at [www.sos.ca.gov/business/be/name-availability.htm](http://www.sos.ca.gov/business/be/name-availability.htm) for information about reserving a name.

***Email and/or online inquiries regarding name availability cannot be accepted at this time.***

## Requestor's Information

Your name: \_\_\_\_\_

Firm name, if any: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

## Entity Type (Select the applicable entity type. **CHECK ONLY ONE BOX.**)

☐ Corporation ☐ Limited Liability Company ☐ Limited Partnership

## Name(s) To Be Checked (You may list up to three names to be checked.)

### 1st Choice:

( ) is available. ( ) is not available. We have:

### 2nd Choice:

( ) is available. ( ) is not available. We have:

### 3rd Choice:

( ) is available. ( ) is not available. We have:

**The space below is reserved for office use only.**

Date:

I #

By: