



OFFICE OF SECRETARY OF STATE
CORPORATIONS DIVISION
 2 Martin Luther King Jr. Dr.
 Suite 313 West Tower
 Atlanta, Georgia 30334
 (404) 656-2817

SERVICE OF PROCESS, NOTICE, OR DEMAND
ON THE SECRETARY OF STATE AS STATUTORY AGENT

(Use of this form is optional.)

1. The service of process being made relates to the following proceeding:

Style of Proceeding: _____
 (e.g. name of the plaintiff vs. name of the defendant, or In the matter of..., etc.)

Case/File Number: _____

Proceeding Pending in: _____
 (Name of Court)

2. Service is being made on the Secretary of State pursuant to the following Official Code of Georgia Annotated ("O.C.G.A.") section:

- | | | |
|---|--|---|
| <input type="checkbox"/> O.C.G.A. § 9-11-4(e)(1)* | <input type="checkbox"/> O.C.G.A. § 14-8-46(i)* | <input type="checkbox"/> O.C.G.A. § 14-11-209(f)* |
| <input type="checkbox"/> O.C.G.A. § 14-2-1510(b) | <input type="checkbox"/> O.C.G.A. § 14-8-50(c) | <input type="checkbox"/> O.C.G.A. § 14-11-703(h)* |
| <input type="checkbox"/> O.C.G.A. § 14-2-1520(c) | <input type="checkbox"/> O.C.G.A. § 14-9-104(g)* | <input type="checkbox"/> O.C.G.A. § 40-12-2* |
| <input type="checkbox"/> O.C.G.A. § 14-3-1510(b) | <input type="checkbox"/> O.C.G.A. § 14-9-902.1(i)* | <input type="checkbox"/> O.C.G.A. § 40-1-117 |
| <input type="checkbox"/> O.C.G.A. § 14-3-1520(c) | <input type="checkbox"/> O.C.G.A. § 14-9-906 | <input type="checkbox"/> Other: _____ |

Note: Asterisk (*) denotes that a certified writing or affidavit is required.

3. Pursuant to the foregoing section of the O.C.G.A., the Secretary of State is being served as statutory agent for:

Name of Entity: _____

Entity Control Number: _____

The registered agent's or defendant's address where service forwarded to or sheriff attempted service:

 (Number/Street) (City/Town) (State)

4. Person requesting service and to whom the Certificate of Acknowledgment or rejection/deficiency notice is to be sent:

Name: _____

Address: _____

Phone (optional): _____

Email (optional): _____

Instructions

Whenever by statute the Secretary of State is appointed or deemed to have been appointed the agent of any individual, corporation, limited partnership, limited liability company or other entity for the purpose of service of any process, notice, or demand, service on the Secretary of State shall be made by delivering or mailing a copy of the pleadings along with any required affidavit, for each defendant or business entity together with the requisite fee(s) to the Corporations Division of the Office of the Secretary of State. The party seeking service shall recite the statute or other authority pursuant to which process is being served. A fee of \$10.00 payable to "GA Secretary of State" for service on each defendant at each address must accompany the filing.

Section 1. If the requested service relates to a pending judicial or administrative proceeding, indicate the style of the case (i.e. plaintiff(s) versus defendant(s)) or the short style of the case (i.e. first plaintiff, et al. versus first defendant, et al.), the case number, and the name of the court.

Section 2. The following Code sections specify when the entities described below may be served through the Office of the Secretary of State:

O.C.G.A. § 9-11-4(e)(1)*	Domestic and foreign corporations registered with the Secretary of State.
O.C.G.A. § 14-2-1510(b)	Foreign profit corporations authorized to transact business in Georgia.
O.C.G.A. § 14-2-1520(c)	Foreign profit corporations that have formally withdrawn from transacting business in Georgia.
O.C.G.A. § 14-3-1510(b)	Foreign non-profit corporations authorized to transact business in Georgia.
O.C.G.A. § 14-3-1520(c)	Foreign non-profit corporations that have formally withdrawn from transacting business in Georgia.
O.C.G.A. § 14-8-46(i)*	Foreign limited liability partnerships authorized to transact business in Georgia.
O.C.G.A. § 14-8-50(c)	Foreign limited liability partnerships that have formally withdrawn from transacting business in Georgia.
O.C.G.A. § 14-9-104(g)*	Domestic limited partnerships registered with the Secretary of State.
O.C.G.A. § 14-9-902.1(i)*	Foreign limited partnerships authorized to transact business in Georgia.
O.C.G.A. § 14-9-906	Foreign limited partnerships that have formally withdrawn from transacting business in Georgia.
O.C.G.A. § 14-11-209(f)*	Domestic limited liability companies registered with the Secretary of State.
O.C.G.A. § 14-11-703(h)*	Foreign limited liability companies authorized to transact business in Georgia.
O.C.G.A. § 40-12-2*	Nonresident motorist.
O.C.G.A. § 40-1-117	Nonresident motor carriers.

Note: Asterisk (*) denotes that a certified writing or affidavit is required.

Section 3. Provide the name and address of the defendant who is being served through the Secretary of State. If two or more defendants are being so served, use a separate form for each defendant.

Section 4. Provide the name and address of the filer to which the Secretary of State will send either a Certificate of Acknowledgment if the filing is accepted or a notice explaining why the filing was rejected or found deficient.

If the filer chooses to not use optional Form SOP-1, then filer must submit with the service of process filing a cover letter which includes substantially the same information as found on this form. Questions regarding the filing of substituted service of process should be directed to (404) 656-2817.