

North Carolina Department of the Secretary of State

Service of Process

PO Box 29622

Raleigh, NC 27626-0622

(919) 814-5375 or sop@sosnc.gov

Service of Process Cover Sheet

Fees:

A payment of \$10 is required for each document presented to the Department for service to each company being served.

The Secretary of State becomes a statutory agent of the entity upon whom any such process, notice or demand may be served only when:

1. A registered entity fails to appoint or maintain a registered agent in this State; or
2. When its registered agent **cannot with due diligence** be found at the registered agent office; or
3. When the Secretary of State revokes a certificate of authority or a statement of foreign registration of a foreign entity authorized to transact business or conduct affairs in this State (N.C.G.S. §55D-33).

Required conditions for the Department of the NC Secretary of State to become the statutory Service Agent: (must choose at least one)

- Entity failed to appoint or maintain a registered agent in this State
- Registered agent could not with due diligence be found at the registered office of record
- NC Secretary of State revoked the Certificate of Authority
- The company withdrew their Certificate of Authority
- Attached is a Certificate of Service document

General Information:

Submitter's

Name/Firm: _____

Submitter's

Mailing Address: _____

Submitter's Telephone Number: _____

Business Name(s) to Be Served	NCSOS ID#

(Attach additional sheet(s) if necessary)

Calculation of Fees:

# of Documents to Be Served	Fee (each)	Total Remitted
	\$10.00	

Cancellation/Refunds: Cancellations can only be requested prior to processing of request for service. No refunds can be made in an amount of \$10 or less.