



**Division of Corporations,
State Records and
Uniform Commercial Code**

New York State
Department of State
**DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE**
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
<https://dos.ny.gov>

Service of Process / Notice of Claim Cover Sheet (Albany Office Only)

(1) Name of the entity or person to be served. (See Note 1 below): _____

(2) If serving Process on a domestic entity, authorized foreign entity, or surviving or consolidated foreign entity attach a copy of the "Entity Information" page from the DOS website for the entity to be served to this cover sheet. If serving a Notice of Claim on a public corporation that has filed a Certificate of Designation for Service of Notice of Claim, attach a copy of the Certificate of Designation.

(3) Indicate the section of law under which service is made. Check only one box. (See Note 2 below):

Domestic, Authorized Foreign Entities, and Surviving or Consolidated Foreign Entities (\$40.00)

- Business Corporation Law §306
 Not-for-Profit Corporation Law §306
 Limited Liability Company Law §303
 Partnership Law §121-109(a)
 Partnership Law §121-1505
 Real Property Law §339-n
 General Associations Law §19

Notice of Claim on Public Corporations (\$250.00)

- General Municipal Law §53 (Certificate of Designation filed)
 General Municipal Law §53 (no Certificate of Designation filed)

Other:

- Section of Law: _____ and fee \$ _____

(4) Indicate the manner in which the applicable fee is paid:

- Drawdown Account (_____) Check Credit Card Debit Card Cash Other
 Exempt pursuant to Executive Law §96(10) – process served on behalf of a political subdivision of the State

(5) Process / Notice of Claim server name and P.O. address: _____

EMAIL ADDRESS: _____

(6) Staple cover sheet and Entity Information page(s), if any, to the Process or Notice of Claim.

(7) (a) If serving Process on a domestic entity, authorized foreign entity, or surviving or consolidated foreign entity, attach 2 duplicate copies of the Process.

(b) If serving Process on an unauthorized foreign entity or a suspended entity, attach 1 copy of the Process.

(See Note 3 below)

(c) If serving a Notice of Claim on a public corporation, attach 2 duplicate copies of the Notice of Claim and a copy of the first page of the filed Certificate of Designation, if applicable.

Note 1: If there is a conflict between the name of the entity as indicated in space "(1)" above and the name on the attached Entity Information page(s), **the name provided on the attached "Entity Information" page(s) will control.** Additionally, if you attach the "Entity Information" page(s), and space "(1)" above is left blank, **the entity named on the "Entity Information" page(s) will be served.**

Note 2: If there is a conflict between the section of law indicated in space "(3)" above and the section of law applicable to the type of entity described in the attached "Entity Information" page(s), **the section of law applicable to the entity will control.**

Note 3: If you are serving an unauthorized foreign entity or a suspended entity, you, or the person on whose behalf service is being made, may also be required to mail notice of service and a copy of the process to the entity or person being served. **The Department of State does not make any such mailing.** See the applicable section of law for further information.

FOR DOS USE ONLY

Served on _____

Date: _____

Search Results: Records Located No Records Located Entity Name has Changed Entity has Merged Out of Existence

Other: _____

Rejection: Copies of Process/Notice of Claim are not duplicates 2 Copies of Process/Notice of Claim are required Court/Forum not within NYS

Payment not Received Manner of payment was not Indicated Document not within statutory definition of "Process"

Entity has Merged Out of Existence Secretary of State is not designated as agent for Service of Process

Other: _____

Rejection: _____

Rejected by: _____