



**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
 www.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 or an authorized foreign entity, staple the DOS search page(s) (the "Current Status Information" and, if applicable, the "Filing History Information" 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 first page of the filed Certificate of Designation.

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

Domestic or Authorized Foreign Entities (Applicable fee: \$40.00)

- Business Corporation Law §306
- Not-for-Profit Corporation Law §306
- Limited Liability Company Law §303
- Partnership Law §121-109(a)
- Partnership Law §121-1502 (must serve a Deputy Secretary of State)
- Partnership Law §121-1505
- Real Property Law §339-n
- General Associations Law §19 (must serve a Deputy Secretary of State)

Notice of Claim on Public Corporations (Applicable fee: \$250.00)

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

Other: Specify section of Law: _____ and applicable fee (\$40 other \$ _____)

Unauthorized Foreign Entities (Applicable fee: \$40.00)

- Business Corporation Law §307
- Not-for-Profit Corporation Law §307
- Limited Liability Company Law §304
- Partnership Law §121-109(b)

Suspended Entities (Applicable fee: \$40.00)

- Business Corporation Law §306-A
- Limited Liability Company Law §301-A
- Partnership Law §121-104-A
- Partnership Law §121-1506

Vehicle and Traffic Law (Applicable fee: \$10.00)

- Vehicle and Traffic Law §253 (non-resident)
- Vehicle and Traffic Law §254 (former resident)

(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) Name and address of the Process / Notice of Claim Server:

(6) Staple this cover sheet (with the DOS search page(s), if serving a domestic entity or an authorized foreign entity) to the process / Notice of Claim.

(7) (a) If serving process on a domestic entity or an authorized foreign entity, attach two (2) duplicate copies of the process.

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

(See Note 3 below)

(c) If serving a notice of claim on a public corporation, attach two (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 you attach DOS search page(s), and there is a conflict between the name of the entity as indicated in space "(1)" above and the name on the attached DOS search page(s), **the name provided on the attached DOS search page(s) will control**. Additionally, if you attach DOS search page(s), and space "(1)" above is left blank, **the entity named in the attached DOS search page(s) will be served**.

Note 2: If you attach DOS search page(s), and 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 DOS search 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

Service of Process Unit Search Results: Records Located No Records Located Entity Name has Changed Merged Out

Other: _____

Reason for Rejection: Copies do not Match 2 Copies Required Court/Forum not within NYS Payment not Received or Method not Indicated

Other: _____ Date of Rejection: _____ Rejected by: _____