



# PROCESS SERVICES INC.

The Premier Florida Process Service

## Special Note

\* Never place the Personal Name of the officer holding the position, only put their title such as director or secretary, on any paper unless they are being sued individually. This applies to all State Agencies. Positions change and some offices can be difficult if they have the opportunity to be.

## Florida Secretary of State, Division of Corporations

2661 Executive Center Circle West

Tallahassee, Florida 32399

(850) 487-6953 Corporate Listings (850) 488-9000

Florida Division Of Corporations Search -<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/cormenu.html>

There are several ways in which you can effect substitute service on the Florida Secretary of State for individuals & businesses. There are also numerous statute numbers for which they can be served and they require the statute number be listed on the summons. When serving them in this manner the following documents are required...

Three (3) Summons \*

\*(One must be an original. It is required to be served on this agency and will returned to Plaintiff along with acceptance of service letters.)

Two (2) Complete Complaint Packages and/or attachments

A check made out to the Florida Secretary of State in the amount of \$8.75.

Example heading of summons -

John Doe or John Doe Business C/O The Florida Secretary of State

As Pursuant to F.S. Give Statute number here

The Secretary of State will return process without acceptance if you fail to put the statute number on the summons or forget to enclose a check.

Hopefully this will help you in filling out your service of process, preventing delays, numerous phone calls and having to re-do your paperwork!