



South Carolina Service of Process Cover Letter

Mailing Address: Service of Process Division
SC Secretary of State
1205 Pendleton Street, Suite 525
Columbia, SC 29201

Phone number: (803) 734-0367

DATE: _____

NAME OF REQUESTOR: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

NAME OF ENTITY TO BE SERVED: _____

If the entity is not on file with the Secretary of State's Office, please provide an address for forwarding of documents to the entity:

DESCRIPTION OF THE DOCUMENTS TO BE ACCEPTED FOR SERVICE:

Two copies of the documents for service to the Secretary of State's Office must be provided. In most cases, these documents should be filed with the appropriate court (as evidenced by the Clerk of Court's stamp) before service of process.

Request to accept service of process is submitted pursuant to the following:

_____ S.C. Code of Laws [§33-44-1007](#)
(withdrawn foreign LLC)
_____ S.C. Code of Laws [§33-44-1008](#)
(foreign LLC unauthorized to transact business in SC)
_____ S.C. Code of Laws [§33-44-111](#)
(LLC has failed to appoint/maintain agent or LLC's agent cannot with reasonable diligence be found)

_____ S.C. Code of Laws [§33-15-310](#)
(revoked foreign corporation)
_____ S.C. Code of Laws [§33-15-200](#)
(withdrawn foreign corporation)
_____ S.C. Code of Laws [§15-9-245](#)
(foreign corporation unauthorized to transact business in SC)
_____ Other: _____

THE FEE IS \$10.00 PER REQUEST FOR SERVICE (or \$20.00 for service under [§33-31-1707](#)).

Please note that if South Carolina law does not specifically provide that the Secretary of State may serve as the agent for service of process, the Secretary of State will not accept service.

Total payment enclosed: \$ _____ check _____ cash _____ money order _____
*Payable to South Carolina Secretary of State.

Documents accepted by the Secretary of State for service of process are mailed to the entity to be served by electronic certified mail. Documentation of service, including proof of delivery, will be provided to the requestor via email.