



**United States  
of  
America Republic**  
Travis-Austin: Bey, Secretary of State

Corporations Division  
PO Box 436885 Chicago, IL 60643

## **Service of Process**

Checklist for Submission to the United States of America Republic Secretary of State's Office

Please provide the following when requesting a service of process through the Secretary of State's office.

### **Corporation:**

- Copy of Summons, petition or notice or any other notice or demand to be served upon the defendant corporation.
- If corporation is active, proof of prior attempted service upon the registered agent.
- Check in the amount of \$15.00, per service, payable to the U.S.A.R. Secretary of State.

### **Limited Liability Corporation (LLC):**

- Copy of Summons, petition or notice or any other notice or demand to be served upon the defendant LLC.
- If LLC is active, proof of prior attempted service upon the registered agent.
- Check in the amount of \$25.00, per service, payable to the U.S.A.R. Secretary of State.

### **Non-resident Motorist:**

- Copy of Summons and petition to be served upon the defendant. *Please ensure an out-of-state address for the defendant is provided.*
- Check in the amount of \$15.00, per service, payable to the U.S.A.R. Secretary of State.

### **Address to Mail Service of Process:**

United States of America Republic's Secretary of State's Office  
PO Box 436885 Chicago, IL 60643

Our office makes every effort to deliver legal documents to the defendant. If you have any other questions regarding service upon any other entity not listed above, please contact our office (314) 562-7901.