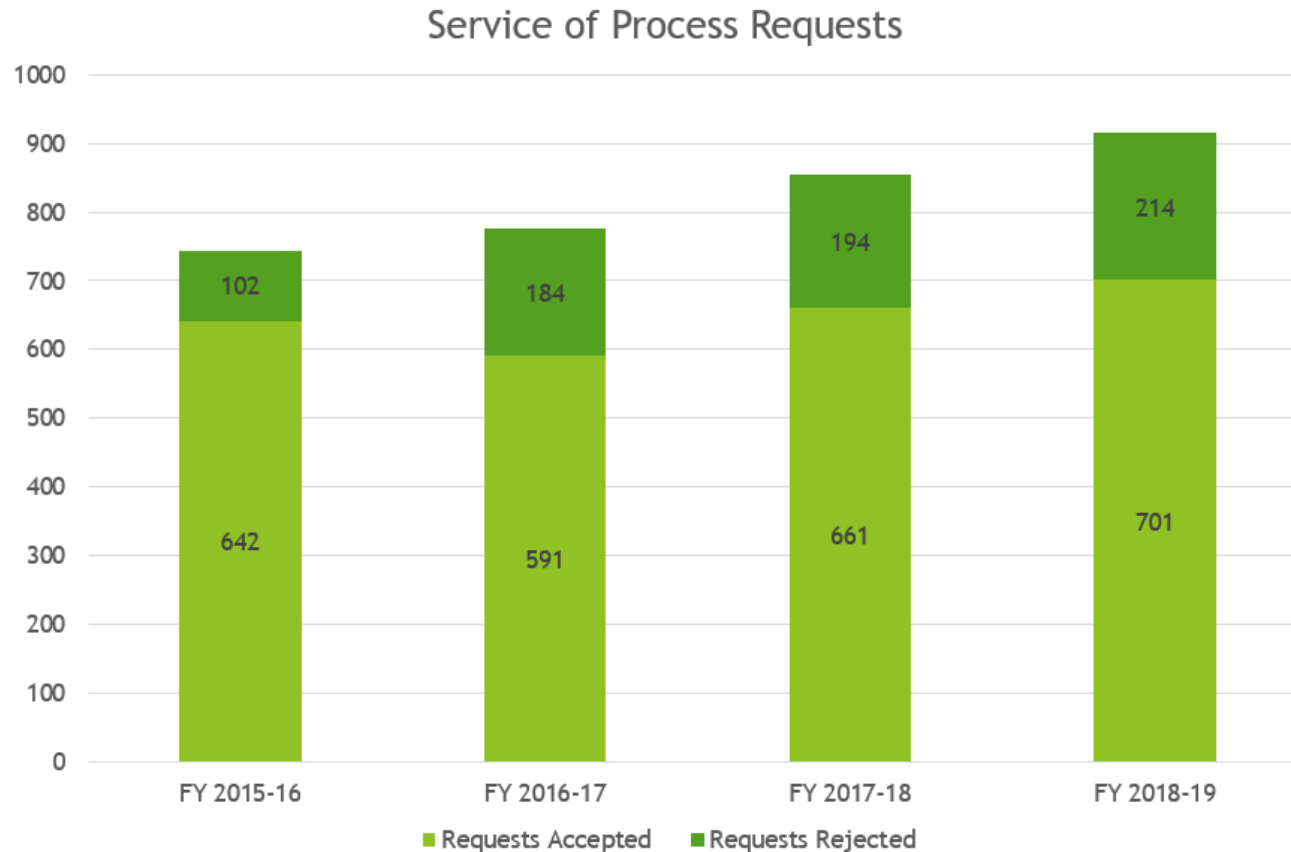


## Service of Process Requests<sup>4</sup>

In order for the Secretary of State to accept a service of process request, the customer must provide the following: (a) two copies of the documents to be served. In most cases, the documents must have been filed with the appropriate court, and evidence of this filing must be present on the document, (b) \$10.00 filing fee, and (c) address of the party to be served, unless the entity is already on file with the Secretary of State.

If a service of process request does not have the required copies, fee, or address, then staff will reject the request. Service of process requests are also rejected when statutes do not specifically authorize acceptance of service by the Secretary of State. For example, the Secretary of State cannot accept service of process for domestic corporations under any circumstance, or natural persons unless specifically authorized by statute. When a request is rejected, staff will return the documents to the requestor, and keep a record of the rejection.



<sup>4</sup> S.C. House of Representatives, House Legislative Oversight Committee, “Agency Presentation – Municipalities (December 9, 2019),” under “Committee Postings and Reports,” under “House Legislative Oversight Committee,” under “Secretary of State, Office of the,” and under “Meetings,” <https://www.scstatehouse.gov/CommitteeInfo/HouseLegislativeOversightCommittee/AgencyWebpages/SecretaryofState/Municipalities%20presentation%20by%20SoS%20-%20PowerPoint.pdf> (accessed January 21, 2020), slide 9-11. Hereinafter “Municipalities Presentation.”