



California Secretary of State
Registry of Public Agencies
(Government Code section 53051)

SF-405

Important – [Read Instructions](#) before completing this form.
There is no fee for a Registry of Public Agencies filing.
Copy Fees – First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

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Registry of Public Agencies (First Registry of Public Agencies filing for an agency)

Amendment to Registry of Public Agencies (Change for an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (Complete if Amendment to Registry of Public Agencies.)

c. Public Agency's County or Counties where an office is maintained

d. Official Mailing Address of Public Agency

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business Address

4. Clerk or Secretary

a. Name

b. Title

c. Business Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name

Business Address

Name

Business Address

6. Electronic Signature (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Registry of Public Agencies.)

Date

Signature

Type or Print Name

California Secretary of State Registry of Public Agencies

SF-405

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**Supplemental page for additional members
(optional)*

5. Other Members of the Governing Board - CONT'D.* (Enter as many as applicable)

Name	Business Address
Name	Business Address
Name	Business Address
Name	Business Address

**Instructions for Completing the
Registry of Public Agencies (Form SF-405)**

The governing body of a public agency is required, within 70 days after the commencement of the agency's legal existence, to file a specified statement of facts about the agency with the California Secretary of State. This information is also required to be updated within 10 days of a change to it.

Fees:

- **Filing Fee:** There is **no fee** for a Registry of Public Agencies filing.

Copies: To obtain copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

Payment Type: Check(s) or money orders should be made payable to the California Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registry of Public Agencies (Form SF-405) as follows:**

Item	Instruction	Tips
1.	You must check the appropriate box (check one).	• If this is the first Registry of Public Agencies filing for an agency, check "Initial Filing". • If this is a change to an existing Registry of Public Agencies record, check "Updated Filing".
2a.	Enter the full legal name of the public agency.	
2b.	Indicate the nature of the update if this is an updated filing.	• Leave this blank for initial filings. • For updated filings, list information that has changed.
2c.	Enter the public agency's county or counties where an office is maintained.	• List as many as applicable. If additional space is required, attach additional pages.
2d.	Enter the agency's official mailing address.	• The complete address is required, including the street name and number, city, state, and zip code. • P.O. box is acceptable.
3a.	Enter the Chairperson, President, or Other Presiding Officer's name.	
3b.	Enter the Chairperson, President, or Other Presiding Officer's official title.	• Include the full official title.
3c.	Enter the Chairperson, President, or Other Presiding Officer's business address.	• A complete address is required, including the street name and number, city, state, and zip code.
4a.	Enter the Clerk or Secretary's name.	
4b.	Enter the Clerk or Secretary's official title.	• Include the full official title.

4c.	Enter the Clerk or Secretary's business address.	• A complete address is required, including the street name and number, city, state, and zip code.
5.	Enter the name and business address of any other members of the agency's governing board, if applicable.	• A complete address is required, including the street name and number, city, state, and zip code. • Attach additional pages if additional space is required.
6.	Date, sign, and print the name of the individual completing the form.	

Where to File: Completed forms along with the applicable fees, if any can be mailed to California Secretary of State, Special Filings Unit, P.O. Box 942870, Sacramento, CA 94277-2870 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 2nd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

Legal Authority: General statutory filing provisions are found in Section [53051](#). All statutory references are to the California Government Code, unless otherwise stated.