



State of Missouri

John R. Ashcroft, Secretary of State

Corporations Division
PO Box 778 / 600 W. Main St., Rm. 322
Jefferson City, MO 65102

Service of Process

Checklist for Submission to the Missouri 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.
- Per rule 54.20, any service processed by a person other than an officer shall make an affidavit, which must be notarized.
- Check in the amount of \$15.00, per service, payable to the Missouri Secretary of State.

Limited Liability Company (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.
- Per rule 54.20, any service processed by a person other than an officer shall make an affidavit, which must be notarized.
- Check in the amount of \$25.00, per service, payable to the Missouri 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 Missouri Secretary of State.

Address for Hand or Special Delivery of Service of Process:

Missouri Secretary of State's Office
600 W. Main St., Rm. 322
Jefferson City, MO 65101

Address to Mail Service of Process:

Missouri Secretary of State's Office
PO Box 778
Jefferson City, MO 65102

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 (866) 223-6535 option 2 or (573) 751-4153.