

## CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE

### Instructions for Obtaining Verification of “Active” Status from the California Secretary of State Website

- Organizational Support Program (OSP)
- Creative Communities San Diego (CCSD) Program

1. Go to the California Secretary of State – California Business Search Website:

<http://kepler.sos.ca.gov/>

2. Under Search Type, click the button next to Corporation Name.
3. Type in the name of your organization in the box next to Entity Name and click Search.
4. You will either see a link to your organization or a list of links to organizations with similar names. Click on the name of your organization.
5. The following screen should appear: Business Entity Detail
6. Verify that your Status is Active. If it is not you may not receive a contract with the City of San Diego.
7. If your status is Active, click on the Printer Friendly link at the bottom of the page, and print out a copy of the “Business Entity Detail” page to include with your contract initiation materials.