



**Division of Corporations,  
State Records and  
Uniform Commercial Code**

New York State  
**Department of State**  
**DIVISION OF CORPORATIONS,  
STATE RECORDS AND  
UNIFORM COMMERCIAL CODE**  
One Commerce Plaza  
99 Washington Ave.  
Albany, NY 12231-0001  
<https://dos.ny.gov>

**DOCUMENT AND CERTIFICATE COVER SHEET**

**Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Request for Filing of Document**

Exact Name of Entity: \_\_\_\_\_

Document Type: \_\_\_\_\_  
(i.e., Certificate of Incorporation, Articles of Organization, Certificate of Amendment, etc.):

**Request for Copies or Certificates of Status** (Check the appropriate box)

Exact Name of Entity: \_\_\_\_\_

- Certified Copies of all Documents on File (\$10 per document)
- Plain Copies of all Documents on File (\$5 per document)
- Certified Copy of \_\_\_\_\_ (\$10 per document)  
(specify document)
- Plain Copy of \_\_\_\_\_ (\$5 per document)  
(specify document)
- Certificate of Status - Long Form (\$25 per document)
- Certificate of Status - Short Form (\$25 per document)

**Method of Delivery of Filing Receipt or Other Document**

All documents will be returned to the email address listed above with the exception of certified and uncertified copies filed before July 1990.



## APPLICATION FOR AUTHORITY OF

\_\_\_\_\_  
*(Insert name of Foreign Limited Liability Company)*

Under Section 802 of the Limited Liability Company Law

**FIRST:** The name of the foreign limited liability company is:

\_\_\_\_\_.

The fictitious name under which the foreign limited liability company will do business in New York is:

\_\_\_\_\_.

*(Complete only if the foreign limited liability company's true name is not acceptable for authorization pursuant to §204 of the Limited Liability Company Law. The fictitious name must contain the words "Limited Liability Company" or the abbreviation "LLC" or "L.L.C.")*

**SECOND:** The jurisdiction of organization of the foreign limited liability company is:

\_\_\_\_\_.

The date of its organization is:\_\_\_\_\_.

**THIRD:** The county within New York State in which the office of the foreign limited liability company is to be located or if the foreign limited liability company shall maintain more than one office in this state, the county within New York State in which the principal office of the foreign limited liability company is to be located is:\_\_\_\_\_.

*(Complete with the name of a New York State county. Please note that the limited liability company is not required to have an actual physical office in New York State.)*

**FOURTH:** The Secretary of State is designated as agent of the foreign limited liability company upon whom process against the foreign limited liability company may be served.

The post office address to which the Secretary of State shall mail a copy of any process against the foreign limited liability company served upon the Secretary of State by personal delivery is:

\_\_\_\_\_.

\_\_\_\_\_.

(Optional) The email address to which the Secretary of State shall email a notice of the fact that process against the foreign limited liability company has been served electronically upon the Secretary of State is:

\_\_\_\_\_.

**FIFTH:** *(Check and complete the statement that applies)*

The foreign limited liability company is required to maintain an office in the jurisdiction of its formation.

The address of its office is:

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The foreign limited liability company is not required to maintain an office in the jurisdiction of its formation.

The address of the principal office of the foreign limited liability company is:

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**SIXTH:** The foreign limited liability company is in existence in its jurisdiction of formation at the time of the filing of this application.

**SEVENTH:** The Articles of Organization of the foreign limited liability company were filed with the following officer in the jurisdiction of its formation:

Officer (e.g. "Secretary of State"): \_\_\_\_\_.

The address of the officer is: \_\_\_\_\_.

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**X** \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Type or print name)*

Capacity of signer *(Check appropriate box):*

- Member
- Manager
- Authorized Person

APPLICATION FOR AUTHORITY  
OF

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*(Insert name of Foreign Limited Liability Company)*

Under Section 802 of the Limited Liability Company Law

Filer's Name and Mailing Address:

\_\_\_\_\_  
*Name:*

\_\_\_\_\_  
*Company, if Applicable:*

\_\_\_\_\_  
*Mailing Address:*

\_\_\_\_\_  
*City, State and Zip Code:*

**NOTES:**

1. This form was prepared by the New York State Department of State for filing an application for authority for a foreign limited liability company to conduct business in New York State. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal supply stores.
2. Attach a Certificate of Existence, Certificate of Good Standing or Certificate of Status from the official who files and maintains limited liability company records in the jurisdiction of the foreign limited liability company's formation.
3. The name of the foreign limited liability company and its date of formation provided on this document must exactly match the name of the foreign limited liability company and, if applicable, the date of formation stated in the Certificate of Existence, Certificate of Good Standing or Certificate of Status.
4. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
5. The application for authority must be submitted with a **\$250** filing fee made payable to the Department of State.

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*(For office use only.)*