



**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.



CERTIFICATE OF CONVERSION OF

(Insert Name of Partnership/Limited Partnership)

TO

(Insert Name of Limited Liability Company)

Under Section 1006 of the Limited Liability Company Law

FIRST: The name of the limited liability company is:

SECOND: The partnership limited partnership was, in accordance with the provisions of the Limited Liability Company Law, duly converted to a limited liability company.

(Please note: The conversion of a limited partnership to a limited liability company does not become effective until a certificate of cancellation is filed for the limited partnership. See LLCL §1006(f)&(g) and PL §121-203.)

THIRD: The name of the partnership limited partnership was:

FOURTH: In the case of a limited partnership, the date its initial certificate of limited partnership was filed by the Department of State is: _____.

FIFTH: The county within this state in which the office of the limited liability company is to be located is: _____.

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

The post office address to which the Secretary of State shall mail a copy of any process against the 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 limited liability company has been served electronically upon the Secretary of State is:

X

(Signature)

(Type or print name)

Capacity of signer (Check appropriate box):

Member

Manager

Authorized Person

CERTIFICATE OF CONVERSION OF

(Insert Name of Partnership/Limited Partnership)

TO

(Insert Name of Limited Liability Company)

Under Section 1006 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. The name of the limited partnership and the date its initial certificate of limited partnership was filed by the Department of State, if applicable, provided on this certificate must exactly match the records of the Department of State. This information should be verified on the Department of State's website at <https://dos.ny.gov>.
2. This form was prepared by the New York State Department of State for filing a certificate of conversion of a partnership or limited partnership to a newly formed limited liability company. 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.
3. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
4. The certificate must be submitted with a **\$200** filing fee made payable to the Department of State.

(For office use only)