



**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.



ARTICLES OF ORGANIZATION OF

(Insert Name of Professional Service Limited Liability Company)

Under Section 1203 of the Limited Liability Company Law

FIRST: The name of the professional service limited liability company is:

SECOND: The professional service limited liability company shall practice the profession(s) of:

THIRD: The county within this state in which the office of the professional service limited liability company is to be located is: _____

FOURTH: The Secretary of State is designated as agent of the professional service limited liability company upon whom process against the professional service 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 professional service 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 professional service limited liability company has been served electronically upon the Secretary of State is:

FIFTH: The names and residence addresses of all individuals who are to be the original members and the original managers, if any, are:

(Attach the appropriate certificates from the licensing authority or a comparable authority of another state.)

SIXTH: Complete parts 1 and 2 of this paragraph only if any of the original members and managers are domestic or foreign professional service corporations, domestic or foreign professional service limited liability companies, domestic or foreign registered limited liability partnerships or professional partnerships.

1. The names of all domestic and foreign professional service corporations, domestic and foreign professional service limited liability companies, domestic and foreign registered limited liability partnerships and domestic and foreign professional partnerships who are to be original members and managers of this professional service limited liability company are:

(Attach the appropriate certificates of existence from the jurisdiction of formation, and, in the case of foreign entities, certificates of the New York State Secretary of State that such foreign entities are authorized to do business in New York.)

2. The names and residence addresses or, if none, the business address of all shareholders, directors, officers, members, managers or partners of all domestic and foreign professional service corporations, domestic and foreign professional service limited liability companies, domestic and foreign registered limited liability partnerships and domestic and foreign professional partnerships who are to be the original members or managers are:

(Attach the appropriate certificates from the licensing authority or a comparable authority of another state.)

X

(Signature of Organizer)

(Type or Print Name of Organizer)

ARTICLES OF ORGANIZATION OF

(Insert Name of Professional Service Limited Liability Company)

Under Section 1203 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 basic articles of organization for a professional service 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.
2. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
3. The certificate must be submitted with a **\$200** filing fee made payable to the Department of State. Preferred payment methods include money order, Visa or Mastercard.
4. Section 1203(c)(1) requires a certified copy of the articles of organization be filed with the licensing authority within 30 days after the filing with the Department of State.

(For office use only)