



**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 INCORPORATION OF

(Insert Name of Domestic Professional Service Corporation)

Under Section 1503 of the Business Corporation Law

FIRST: The name of the professional service corporation is:

SECOND: The professional service corporation shall practice the profession(s) of:

THIRD: The county within this state in which the office of the professional service corporation is to be located is: _____.

FOURTH: The corporation shall have the authority to issue one class of shares consisting of 200 common shares without par value.

FIFTH: The Secretary of State is designated as agent of the professional service corporation upon whom process against the professional service corporation may be served.

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

SIXTH: (Attach the appropriate certificate(s) from the licensing authority) The names and residence addresses of all individuals who are to be the original shareholders, directors and officers of the professional service corporation are:

(Typed or Printed Name of Incorporator)

X

(Signature of Incorporator)

(Address)

(City, State and Zip Code)

CERTIFICATE OF INCORPORATION OF

(Insert Name of Domestic Professional Service Corporation)
Under Section 1503 of the Business Corporation 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 a certificate of incorporation for a professional service corporation. It does not contain all option provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores.
2. A Certificate of Good Standing from the appropriate Appellate Division or a Certificate of Authority (Form PLS709) under seal from the New York State Department of Education, Division of Professional Licensing Services, Corporations Unit, 89 Washington Avenue, 2nd Floor, Albany, NY 12234 must be submitted with the Certificate of Incorporation.
3. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
4. The incorporator must be a natural person.
5. The filer may not be the corporation being formed.
6. The certificate must be submitted with the filing fee, made payable to the Department of State, of **\$125**. Preferred payment methods include money order, Visa or Mastercard.
7. §1503(c) of the Business Corporation Law requires that a certified copy of the certificate of incorporation be filed with the licensing authority within 30 days after the date of the filing of the certificate of incorporation with the Department of State. The fee for a certified copy is \$10.

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