Domestic Professional Corporation Checklist

You must submit the following documents to our office:

☐ A fully executed Certificate of Incorporation filed under Section 1503 of the New York State Business Corporation Law

and

☐ The required filing fee of $90.00 (check or money order made payable to the New York State Education Department).

and

☐ Professional Corporations Corporate Contact Information Form.

**Important note:** If you are using words in your entity name that are: initials, foreign words, surnames, abbreviations, or words not commonly used in connection with the profession(s) being practiced **you must** submit an explanation detailing how these words relate to the proposed entity.

The mailing address is:

NYS Education Department
Office of the Professions, Professional Corporations Unit
89 Washington Avenue
4th Floor, EBA
Albany, NY 12234

The New York State Education Department will attach a Certificate of Authority and return it to the filer.

☐ Affidavit: Business Name Professional Practice Entity (PPE).

☐ You must then submit both documents to the New York State Department of State for incorporation. ([www.dos.ny.gov](http://www.dos.ny.gov)).

Upon filing with the New York State Department of State, the filer is required by law to submit to the Education Department:

☐ A Certified Copy of the Certificate of Incorporation

*Please note that an entity will not be listed on the New York State Education Department website until the certified copy is received.*

and

☐ A $20.00 filing fee (check or money order made payable to the New York State Education Department).

**Note:** A certified copy may be requested and obtained from the Department of State at the time of filing.


To contact the Professional Corporations Unit for additional information:

Telephone: 518-474-3817 Ext. 400
Fax: 518-473-5515
E-mail: opcorp@nysed.gov

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