

# 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).

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.

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

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 Web site 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.

See Guidelines for Professional Service Corporations ([www.op.nysed.gov/corp/](http://www.op.nysed.gov/corp/)) for additional information and statutory requirements for establishing Professional Corporations.

To contact the Professional Corporations Unit for additional information:

Telephone: 518-474-3817 Ext. 400  
Fax: 518-473-5515  
E-mail: [opcorp@mail.nysed.gov](mailto:opcorp@mail.nysed.gov)

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