

Design 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 (**Please state ownership in the form of a percentage.*)

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

***Your certificate of incorporation must list a president and a chairperson of the board of directors and a chief executive officer.**

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.

- You must then submit both documents to the New York State Department of State for incorporation. (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.

See Guidelines for Design Professional Service Corporations (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@nysed.gov

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