

Foreign Professional Corporation Checklist

(All shareholders, officers and/or directors of a Foreign Professional Service Corporation practicing one of the health care professions must be licensed in both states.)

You must submit the following documents to our office to obtain a "Certificate of Authority" so you can file with the Department of State:

- Application for Authority under Section 1530. Corporate indicator of P.C. must be added if not used in original state. P.C. is added to the second line of the first paragraph.
- Certification of Incorporation/Certificates of Amendment filed in original jurisdiction to open a **professional** corporation, including verification of purpose.

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

- Affidavit (signed by President of corporation) listing all current shareholders and directors, signed under penalties of perjury.
- Satisfactory evidence of licensure in original jurisdiction for **all shareholders/officers/directors**. This can be verification from the licensing authority website or a copy of their license or registration.
- Proof of licensure and current registration in New York for at least one of the shareholders, officers and/or directors.
- Certificate of Assumed Name, if needed. (This would be used to add a profession to title of corporation or bring the title into compliance with New York State requirements.)

Note: Fictitious names are only used if the original name is not available in New York State. If a fictitious name must be used due to a name conflict identified by the Department of State, no Certificate of Assumed is required.

Other

- Check for the fee of \$50, made payable to the New York State Education Department.

Our mailing address is:

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