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, officers, 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
Foreign PLLC Checklist

(Please be advised that all members/managers must be licensed in NYS and your home jurisdiction.)

You must submit the following documents to our office:

☐ Application for Authority under Section 1306.

☐ Certificate of Incorporation/Certificates of amendment filed in original jurisdiction (with verification of purpose).

   Note: Be aware that if your entity was originally formed to provide more than one profession, you must qualify to practice the same professions in New York State.

   *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 the Managing Member or President) listing all current member/managers. Our office defines as a member/manager anyone who has any type of authority or control of the entity or who shares the profits/losses of the entity. This includes the Chairman, CEO, Vice President and other officers of the entity.

☐ Evidence of licensure in original jurisdiction for each member/manager of the corporation.

☐ Evidence of licensure in NYS for each member/manager of the corporation.

☐ Company name (same as original jurisdiction) must add PLLC in Article 1, second line if not used in state of origin.

☐ 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).

Other

☐ Check for the fee of $50 + $10 per member/manager, made payable to the New York State Education Department.

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