

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