

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.

Our mailing address is:

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