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.

☐ An affidavit, signed by the president of the corporation, listing all of the current members/managers of the corporation.

☐ 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.

☐ Professional Corporations Corporate Contact Information Form

Our mailing address is:

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