

Geology Amended Design Professional Corporation Checklist

You must submit the following documents to our office:

- A Moral Character Attestation of each Unlicensed Shareholder, Officer, or Director
- and**
- A proposed Certificate of Amendment, filed under Section 805 of the New York State Business Corporation Law, of the existing Certificate of Incorporation.*

The mailing address is:

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

The New York State Education Department will attach a Certificate of Authority and returns it to the filer along with an application and instructions for a Certificate of Authorization..

- You must file the Certificate of Authority, the proposed Certificate of Amendment, and the Tax Clearance document* with the Department of State (www.dos.state.ny.us). A certified copy must be requested and obtained from the Department of State at the time of filing.
- You must submit a certified copy of the D.O.S. filing and a \$20 filing fee to NYSED within thirty days of filing with the Department of State.
- You must also submit the application and fee, \$125.00, for a Certificate of Authorization at this time.

Upon receipt of this certified copy and application and fee for a Certificate of Authorization the NYSED Corporation Unit posts the information on the Office of the Professions website and prints a Certificate of Authorization which will be mailed to your address.

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

*See Guidelines for how a general business corporation may amend to become a D.P.C offering Geology for additional information and statutory requirements at www.op.nysed.gov/corp/pcorpgeodpc.htm.

To contact the Professional Corporations Unit for additional information:

Telephone: 518-474-3817 Ext. 400
Fax: 518-473-5515
E-mail: opcorp@mail.nysed.gov

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