



**Division of Corporations,
State Records and
Uniform Commercial Code**

New York State
Department of State
**DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE**
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
<https://dos.ny.gov>

DOCUMENT AND CERTIFICATE COVER SHEET

Contact Information

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Request for Filing of Document

Exact Name of Entity: _____

Document Type: _____
(i.e., Certificate of Incorporation, Articles of Organization, Certificate of Amendment, etc.):

Request for Copies or Certificates of Status (Check the appropriate box)

Exact Name of Entity: _____

- Certified Copies of all Documents on File (\$10 per document)
- Plain Copies of all Documents on File (\$5 per document)
- Certified Copy of _____ (\$10 per document)
(specify document)
- Plain Copy of _____ (\$5 per document)
(specify document)
- Certificate of Status - Long Form (\$25 per document)
- Certificate of Status - Short Form (\$25 per document)

Method of Delivery of Filing Receipt or Other Document

All documents will be returned to the email address listed above with the exception of certified and uncertified copies filed before July 1990.



CERTIFICATE OF INCORPORATION OF

(Insert Name of Corporation)

Under Section 402 of the Business Corporation Law

FIRST: The name of the corporation is:

_____.

SECOND: The purpose of the corporation is to engage in any lawful act or activity for which a corporation may be organized under the Business Corporation Law. The corporation is not formed to engage in any act or activity requiring the consent or approval of any state official, department, board, agency or other body without such consent or approval first being obtained.

THIRD: The county, within this state, in which the office of the corporation is to be located is: _____.

FOURTH: The corporation shall have authority to issue one class of shares consisting of 200 common shares without par value.

FIFTH: The Secretary of State is designated as agent of the corporation upon whom process against the corporation may be served.

The post office address to which the Secretary of State shall mail a copy of any process against the corporation served upon the Secretary of State by personal delivery is:

(Optional) The email address to which the Secretary of State shall email a notice of the fact that process against the corporation has been served electronically upon the Secretary of State is:

(Print or Type Name of Incorporator)

X

(Signature of Incorporator)

(Address of Incorporator)

(City, State, Zip Code)

CERTIFICATE OF INCORPORATION OF

(Insert Corporate Name)

Under Section 402 of the Business Corporation Law

Filer's Name and Mailing Address:

Name:

Company, if Applicable:

Mailing Address:

City, State and Zip Code:

Notes:

1. This form was prepared by the New York State Department of State for filing a certificate of incorporation for a business corporation. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores.
2. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
3. The fee for filing a certificate of incorporation is **\$125**. Preferred payment methods include money order, Visa or Mastercard. Money orders should be made payable to the Department of State.
4. The incorporator must be a natural person, not a corporation or other business entity.
5. The filer may not be the corporation being formed.

For DOS use only