



KANSAS SECRETARY OF STATE
Certificate of Correction
All Business Types

INSTRUCTIONS FOR FILING CERTIFICATE OF CORRECTION

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

Note: All documents filed by the Secretary of State's office are considered public record and may be viewable online.

The certificate of correction may be used to correct specific information within the business's formation document or application. Multiple corrections may be listed on this document (e.g., business name corrected, correction to the resident agent or registered office, purpose statement correction, etc.)

How to complete the Certificate of Correction for any business:

Each of the numbered instructions below corresponds to a section on the form.

1. List the business's ID number issued by the Kansas Secretary of State (This is not a tax ID number). ID numbers may be found at <https://www.sos.ks.gov/efrms/BusinessEntity/Search.aspx>.

2. Provide the complete legal business name, including words of formation (e.g., LLC, LLP, Corp., etc.)

Note: The responses to sections 3a, 3b, and 3c require specific information contained within documents filed with the Kansas Secretary of State. The documents can be found at <https://www.sos.ks.gov/efrms/BusinessEntity/Search.aspx>.

- 3a. The legal name of the document must be provided. This legal name appears at the top of most documents (e.g., "Foreign Application," "Certificate of Amendment," etc.)
- 3b. Provide the date the document name in section 3a was filed with the Kansas Secretary of State's Office. This date appears at the top of most documents filed.
- 3c. Provide the erroneous information that is contained within the document named in section 3a. This must identify the specific information that is incorrect (e.g., "the name of the business was incorrect.")
4. Provide the correct information as it should have appeared in the document named in section 3a (e.g., "the name of the business is...")
5. An authorized person on behalf of the business must sign.

Fee Schedule

Certificate of Correction

The filing fee for the Certificate of Correction is as follows:

Not-for-profit corporation paper filing: \$20
All other businesses paper filing: \$35

Mail to:

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka KS 66612

Checks and credit/debit cards are accepted for payment. Make checks payable to the Kansas Secretary of State. Once processing the Certificate of Correction is completed, a certified copy of the Certificate of Correction will be mailed to the address of the sender.

CC

KANSAS SECRETARY OF STATE

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**COVER PAGE
CERTIFICATE OF CORRECTION**

Note: The credit/debit card information will be destroyed upon the filing of the document.

Contact Information

Contact Person

Direct Phone Number for Contact Person

Payment Information

Credit/Debit Card Number

Expiration Date

Billing Zip Code



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Memorial Hall, 1st Floor
120 S.W. 10th Avenue
Topeka, KS 66612-1594

(785) 296-4564
kssos@ks.gov
<https://sos.ks.gov>

1. Business ID/file number:

Kansas Secretary of State
issued file number.

2. Name of business:

Must match name on record with
the Secretary of State.

**3a. Provide the title of the
document that needs
to be corrected:**

**3b. Date the document in
section 3a was filed:**

Month

Day

Year

The date provided appears within the file stamp applied
by the Kansas Secretary of State at the top of the original
document.

**3c. Provide the details of
the inaccuracy within
the document named in
section 3a:**

**4. The document in
section 3a is corrected
as follows:**

5. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.

Signature of Authorized Person

X