

**DPA**

**KANSAS SECRETARY OF STATE  
Articles of Incorporation  
Domestic (Kansas) Professional  
Association**

## **INSTRUCTIONS FOR FILING ARTICLES OF INCORPORATION**

**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.**

### **How to complete the Articles of Incorporation for a domestic (Kansas) Professional Association:**

Before proceeding, pursuant to K.S.A. 17-2709, an original certificate that is issued by a Kansas regulatory board must be provided for each professional service to be practiced by an incorporator of the professional association with the articles of incorporation. An original certificate will indicate who the incorporators are that are licensed to practice that professional service and will indicate that the business name was approved by the board. **A copy of the license cannot be used in lieu of the original certificate.**

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

1. Indicate that the business will be either for-profit or not-for-profit.
2. Provide the name of the corporation. All professional associations must contain a word of formation at the end of the name. Pursuant to K.S.A. 17-2711, that word must be one of the following:

CHARTERED, PROFESSIONAL ASSOCIATION, P.A., OR PA.

The corporation's name must match identically to the name approved by the Kansas regulatory board within the certificate.

Check to see if the name of the covered business is in use by any other business already registered with our office online at <https://www.sos.ks.gov/eforms/BusinessEntity/NameAvailability.aspx>.

If the name is currently in use, a Consent to Use of Similar Business Name must be submitted with the formation document.

Consent to Use of Similar Business Name: Pursuant to K.S.A. 17-7918, the business may submit a Consent to Use of Similar Business name (Form CN), completed by the business registered with the Secretary of State's office, found at [https://www.sos.ks.gov/forms/business\\_services/CN.pdf](https://www.sos.ks.gov/forms/business_services/CN.pdf).

3. Provide the name of the resident agent.

Resident agent: This is either an individual or a business registered in Kansas (may be the business the articles of incorporation are for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business named in section 2. If the resident agent is a business, search for the legal name of the business at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

4. Provide the registered office for the resident agent.

Registered office: Must be an address in Kansas where the resident agent may be regularly present. The address must include the building number, street, city, state, and zip code. This can't be a PO box.

5. Provide the corporation's purpose statement. This statement is a general indication as to the nature of business of the business. Within the purpose statement, each professional service that will be rendered by the incorporators must be stated and must match to a professional service stated within the certificate from a Kansas regulatory board.
- 6a. Provide a response indicating either that the business will be a stock corporation or a nonstock corporation.
- 6b. If the corporation is a stock corporation as indicated in section 6a, the total number of shares and the par value of those shares are required. If there are multiple classes of stock, each class must be indicated with the total number of shares and the par value.
7. Provide the names and postal addresses of each of the incorporators. Each of the names of the incorporators must match to the name of a licensee on a certificate issued by the Kansas regulatory board and must sign in section 9.
8. If the power of the incorporator(s) is to cease upon the filing of the articles of incorporation, then the names and addresses of the directors must be provided. Otherwise, leave this section blank.
9. Each of the incorporators named in section 8 must sign.

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### **Fee Schedule**

#### **Articles of Incorporation**

The filing fee for the Articles of Incorporation is as follows:

For-profit Professional Association paper filing:.....\$90

Not-for-profit Professional Association paper filing:.....\$20

### **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 Articles of Incorporation are completed, a certified copy of the Articles of Incorporation will be mailed to the address of the sender.

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### **Kansas Attorney General Notice**

Effective July 1, 2025, it is required for businesses or individuals owning or acquiring any interest in real property located within 100 miles of the boundary of any military installation located in Kansas, Nebraska, Colorado, Oklahoma, Iowa, and Texas to register said interest with the Kansas Attorney General's Office.

The following are subject to this requirement:

The government, any political party or subdivision, any corporate entity, any agent, or any citizen of the following:

- People's Republic of China (including the Hong Kong special administrative region)
- Republic of Cuba
- Islamic Republic of Iran
- Democratic People's Republic of Korea
- Russian Federation
- Bolivarian Republic of Venezuela
- Any organization that is designated as a foreign terrorist organization

This includes any individual having a controlling interest in any company formed for the purpose of holding interest in real property on behalf of any of the foregoing.

Any of the above businesses or individuals owning an interest in real property described above must submit the Foreign Principal Real Property Interest Registration Form found on the Attorney General's website at <https://www.ag.ks.gov> to the Kansas Attorney General on or before 90 days of either registering with the Kansas Secretary of State or upon acquisition of the real property.

Contact for Questions:

Kansas Attorney General  
Public Protection Division  
(785) 296-3751  
[cprotect@ag.ks.gov](mailto:cprotect@ag.ks.gov)

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**COVER PAGE  
ARTICLES OF INCORPORATION**

*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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**Domestic (Kansas) Professional**  
**Association**



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

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

Attached is the original certificate issued by a Kansas regulatory board for each professional service name within the purpose statement in section 5. The original certificate will name each of the incorporators who are duly licensed to practice the professional service and indicate that the Kansas board has approved the business name.

<b>1. Indicate type of professional association:</b>	<input type="checkbox"/> <b>For-profit profession association</b> (fee \$90)	<input type="checkbox"/> <b>Not-for-profit professional association</b> (fee \$20)
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<b>2. Name of corporation:</b> Include word of formation. See instructions for allowed words.	Do not include DBA, fictitious, assumed, or trade names)
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<b>3. Name of resident agent:</b> Must be an individual, the business named in section 2, or a business already registered with our office. <b>Do not leave blank.</b>	
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<b>4. Registered office in Kansas for the resident agent:</b> Must be a street, rural route, or highway. <b>A PO box is unacceptable.</b>	Street Address (A PO Box is unacceptable)		
	City	State	Zip
		<b>KS</b>	

<b>5. Nature of professional association's business or purpose:</b>  <b>Must include each of the professional services to be practiced under the professional association.</b>  A certificate from a Kansas regulatory board must be attached for each professional service named.	
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<b>6a. Will this corporation have the authority to issue capital stock?</b>	<input type="checkbox"/> Yes (Continue with 6b)	<input type="checkbox"/> No (Continue with 7)
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**6b. If authorized to issue stock, indicate the number of shares authorized:**

Shares	Class	Par Value	/ea.
Shares	Class	Par Value	/ea.
Shares	Class	Without Nominal or Par Value	
Shares	Class	Without Nominal or Par Value	

**7. Name and mailing address of each incorporator:**

The name of each incorporator must match to a name provided within an accompanying Kansas regulatory board certificate.

**Each incorporator must sign in section 9.**

**Do not leave blank.**

If additional space is needed, please provide attachment.

Name			
Address			
City	State	Zip	Country
Name			
Address			
City	State	Zip	Country

**8. Name and mailing address of each member of board of directors:**

This must be completed if incorporator's power terminates once document is filed.

If additional space is needed, please provide attachment.

Name			
Address			
City	State	Zip	Country
Name			
Address			
City	State	Zip	Country

**9. I/We declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.**

(Signatures must correspond to names of incorporators listed in section 7.)

Signature of Incorporator

X

Signature of Incorporator

X