

INSTRUCTIONS FOR FILING
ARTICLES OF ORGANIZATIONSUBMIT 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 Organization for a domestic (Kansas) Professional Limited Liability Company (LLC):

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 a member/manager of the professional LLC with the articles of organization. An original certificate will indicate who the members/managers are that are licensed to practice that professional service and will indicate that the business name was approved by the board. **A copy of a license can't be used in lieu of the original certificate.**

K.S.A. 17-2707 identifies what services may be rendered by a member/manager for a professional LLC.

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

1. Provide the name of the professional LLC. All domestic professional LLCs must contain a word of formation. Pursuant to K.S.A. 17-7920, that word must be one of the following in English or in any other language if they are written in Roman characters:

L.L.C., L.C., LLC, LC, LIMITED LIABILITY COMPANY, or LIMITED COMPANY.

PLLC is not allowed.

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

Check to see if the name of the 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.

2. 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 organization are for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business named in section 1. 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>.

3. 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.

4. 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 members/managers must be stated and must match to a professional service stated within the certificate from a Kansas regulatory board.
5. An authorized person on behalf of the business must sign.

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KANSAS SECRETARY OF STATE
**Articles of Organization
Domestic (Kansas) Professional
Limited Liability Company**

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Fee Schedule

Articles of Organization

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

Paper Articles of Organization:..... \$165

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 Organization are completed, a certified copy of the Articles of Organization 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

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COVER PAGE
ARTICLES OF ORGANIZATION

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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KANSAS SECRETARY OF STATE
Articles of Organization
Domestic (Kansas) Professional
Limited Liability Company



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 named within the purpose statement in section 4. The original certificate will name each of the members who are duly licensed to practice the professional service and indicate that the Kansas board has approved the business name.

1. Name of limited liability company (LLC):

Include word of formation. See instructions for allowed words.

(Do not include DBA, fictitious, assumed, or trade names)

2. Name of resident agent:

Must be an individual, the business named in section 1, or a business already registered with our office. **Do not leave blank.**

3. Registered office in Kansas for the resident agent:

Must be a street, rural route, or highway. **A PO box is unacceptable.**

Street Address (A PO Box is unacceptable)

City

State

Zip

KS

4. Nature of LLC's business or purpose:

Must include each of the professional services to be practiced under the professional LLC.

A certificate from a Kansas regulatory board must be attached for each professional service named.

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

(The signature of one or more authorized persons to form the limited liability company is required.)

Signature of Authorized Person

X

Signature of Authorized Person

X