



# CERTIFICATE OF ORGANIZATION LIMITED LIABILITY COMPANY

(Instructions on back of application)

1. The name of the limited liability company is:

\_\_\_\_\_

2. The complete street and mailing addresses of the initial designated/principal office:

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(Mailing Address, if different than street address)

3. The name and complete street address of the registered agent:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

4. The name and address of at least one member or manager of the limited liability company:

**Name**

**Address**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. Mailing address for future correspondence (annual report notices):

\_\_\_\_\_

6. Future effective date of filing (optional): \_\_\_\_\_

Signature of a manager, member or authorized person.

Signature \_\_\_\_\_

Typed Name: \_\_\_\_\_

Signature \_\_\_\_\_

Typed Name: \_\_\_\_\_

Secretary of State use only

## INSTRUCTIONS

Optional: If the document requires a correction, please list a telephone number where we can reach you.

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Complete and submit the application in duplicate.

Line 1. The name of the limited liability company must contain the words Limited Liability Company, Limited Company or the abbreviation L.L.C., L.C., or LLC. [30-6-108, Idaho Code] It is advised that you contact the Secretary of State office to check for name availability before filing.

Line 2. Enter the complete street and mailing address of the of the initial designated/principal office. [30-6-113, Idaho Code]

Line 3. All Limited Liability Companies must have a registered agent in Idaho. A registered agent is the person designated to receive service of process upon litigation. A registered agent may be an individual who is a resident of Idaho, or a business entity registered with the Secretary of State's office. Assumed Business Name filings cannot be registered agents. This person or business entity must be located in Idaho at a physical address. Post Office boxes and commercial personal mail boxes are not acceptable.

Line 4. Enter the name and address of at least one (1) member or manager of the limited liability company; it is not necessary to identify whether the person is a member or a manager. [30-6-201, Idaho Code]

Line 5. Enter the mailing address for future correspondence. Your annual report reminders will be mailed to this address.

Line 6: This item is optional. The certificate is effective on the date filed with the Secretary of State, unless a **future** date is specified. The effective date can be up to ninety (90) days after the date the Certificate of Organization is filed with the Secretary of State. [30-6-205, Idaho Code]

The document must be signed by a manager, member or authorized person. Only one signature is required, but space has been provided for more than one.

Other statements not in the Certificate of Organization may be made in attachments. ***Please do not attach operating agreements, these items are not filed with this office.*** [30-6-201(3), Idaho Code]

Enclose the appropriate fee:

The filing fee is \$100.00.

If expedited service is requested, add \$20.00 to the filing fee.

If the fees are to be paid from the filing party's pre-paid customer account, indicate the customer account number in the cover letter or transmittal document.

The Secretary of State's Office will delete a business entity filing from our database if payment for the filing is not completed. [67-910(6), Idaho Code]

Mail or deliver to:

Office of the Secretary of State  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.