

**DL**

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

## INSTRUCTIONS FOR FILING ARTICLES OF ORGANIZATION

**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. File this document directly online at <https://www.sos.ks.gov/businesses/register-a-business.html>.**

### How to complete the Articles of Organization for a domestic Limited Liability Company (LLC):

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

1. Provide the name of the LLC. All domestic 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.

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

If the name is currently in use, either a Written Consent to Use of Similar Business Name or a letter advertising 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 Written 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).

2. Provide the name of the resident agent.

Resident agent: This is either an individual or a business entity registered in Kansas (may be the business entity the articles of organization are for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business entity named in section 1. If the resident agent is a business entity, 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. An authorized person on behalf of the business entity must sign.

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**Fee Schedule**

**Articles of Organization**

The filing fee for the articles of organization is as follows:

Online Articles of Organization:..... \$160  
Paper Articles of Organization:..... \$165

**Filing Online**

Create and file the articles of organization at <https://www.sos.ks.gov/businesses/register-a-business.html>. If filed online, do not complete and mail the paper form. E-checks and credit/debit cards are accepted for payment. Processing happens within minutes and your certified copy of the articles of organization can be printed from the above website without delay.

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

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

**This form must be accompanied by the correct filing fee or the document will not be accepted for filing.  
(See instructions for details.)**

**1. Name of limited liability company:**

Include word of formation. See instructions for allowed words.

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**2. Name of resident agent:**

Must be an individual, the business entity named in section 2, or an entity already registered with our office. **Do not leave blank.**

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**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 <b>KS</b>	Zip

**4. I/We 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