

Please
Do Not
Staple

CDF

KANSAS SECRETARY OF STATE
**Certificate of Conversion/Domestication
to a Foreign (Non-Kansas) Entity**

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

**INSTRUCTIONS FOR FILING
CERTIFICATE OF CONVERSION/
DOMESTICATION**

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

**How to complete the Certificate of Conversion/
Domestication:**

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

1. List the entity's ID number issued by the Kansas Secretary of State (This is not a tax ID number). ID numbers may be found by clicking on Business Entity Database at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal entity name prior to the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
3. Select the business entity type prior to the conversion/ domestication.
4. Provide the complete business entity name after the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
5. Select the business entity type after the conversion/ domestication.
6. Provide the business entity's new domestic state after the conversion/domestication (e.g., Kansas, Missouri, etc.)
7. Provide a physical address for service of process. This address may be either in or outside the state of Kansas. This address will be used for delivery of any legal documents (e.g., court documents like lawsuits, court orders, subpoenas, etc.)
8. For the date the certificate will take effect with the Secretary of State's Office, select either upon filing or select future effective date and provide a date the certificate will take effect. This date may not be greater than 90 days from the date the Secretary of State's Office files the certificate.
9. Prior to submission, the certificate must be signed by an authorized person on behalf of the business entity resulting from the conversion/domestication.

Once filed, this certificate will act as a cancellation/dissolution for the entity and will show on file that the entity has converted/ domesticated out of the state of Kansas. If the entity will continue to operate in Kansas, a foreign application (form FA) may be submitted with the certificate of conversion/domestication or submitted at a later date.

**Fee Schedule
Conversion/Domestication**

The filing fee for the certificate of conversion/domestication is \$75. If also submitting a foreign application, follow the fee schedule found in the instructions of the foreign application and the payment may be submitted in one payment or separately. Both checks and credit/debit cards are accepted for payment. Make checks payable to the Kansas Secretary of State.

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

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**COVER PAGE
CERTIFICATE OF CONVERSION/
DOMESTICATION**

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

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 (785) 296-4564
120 S.W. 10th Avenue kssos@ks.gov
Topeka, KS 66612-1594 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.)

Converting/Domesticating Entity

1. Business entity ID number Kansas Secretary of State issued file number.	
2. Business entity name before conversion/domestication	
3. Type of business entity before conversion/ domestication	<input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Not-for-Profit Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership

Converted/Domesticated Entity

4. Business entity name after conversion/domestication	
5. Type of business entity after conversion/domestication	<input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Not-for-Profit Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership
6. State or country of organization after conversion/domestication	

I hereby appoint the Kansas Secretary of State as agent for service of process.

7. Service of process may be delivered to Must be a street address. A P.O. box is unacceptable.	Name		Street Address	
	City	State	Zip	Country

8. Effective date

If future date is chosen, must be within 90 days of filing.

Upon filing

OR

Future effective date:

Month

Day

Year

This conversion/domestication is approved in accordance with K.S.A. 17-78-401 through 17-78-406 and/or 17-78-501 through 17-78-506 or by the laws of the appropriate foreign jurisdiction.

9. I declare under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct, and that I have remitted the required fee.

Signature of Authorized Person of the converting/domesticating entity

X

Name of Signer (printed or typed)