

Please
Do Not
Staple



KANSAS SECRETARY OF STATE
**Certificate of Conversion/Domestication
to a Kansas Entity**

INSTRUCTIONS FOR FILING CERTIFICATE OF CONVERSION/ DOMESTICATION

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

Note: All documents filed by the Secretary of State's office is 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 www.kansas.gov/bess/. If the business entity is a foreign (non-Kansas) entity and has not filed a foreign application prior to the conversion/domestication with the Kansas Secretary of State's Office, leave this field blank.
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 business entity's current domestic state prior to the conversion/domestication (e.g., Kansas, Missouri, etc.)
5. Provide the complete business entity name after the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
6. Select the business entity type after the conversion/domestication.
7. 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.
8. Prior to submission, the certificate must be signed by an authorized person on behalf of the business entity resulting from the conversion/domestication.

Once the steps are completed, attach the appropriate formation document associated with the entity type in #6 with the filing fees.

Fee Schedule Conversion/Domestication + Formation Documents

The total filing fees are listed below for both the formation document and the certificate of conversion/domestication (Form CDD). Clicking on the formation document's name will navigate to the form for the formation document listed.

Entity	Formation Document
Corporation	
For-profit:	Articles of Incorporation + CDD = \$165
Not-for-profit:	Articles of Incorporation + CDD = \$95
LLC:	Articles of Organization + CDD = \$240
LLP:	Statement of Qualification + CDD = \$240
LP:	Certificate of Limited Partnership + CDD = \$240
GP:	Statement of Partnership Authority + CDD = \$110

Online filing is not currently available.

Submit both the Certificate of Conversion/Domestication and the above formation document together with the filing fees. 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

Or

Fax to:
Business Services at (785) 296-4570

Faxing the document will incur a fee of \$20 in addition to the filing fee listed above.

When faxing documents, the following cover page indicating credit/debit card and contact information must be submitted with the documents.

Faxed documents received without errors before 4:00 p.m. (Central Time) will receive that day's filing date.

Please proceed to form.



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**COVER PAGE
CERTIFICATE OF CONVERSION/
DOMESTICATION**

Note: The credit/debit card information will be destroyed upon the filing of the document. Submit this page with the document when faxing or mailing in documents to the Secretary of State's office.

Contact Information

Contact Person

Direct Phone Number for Contact Person

Payment Information (Credit/Debit card must be provided when faxing documents to our office)

Credit/Debit Card Number

Expiration Date

Billing Zip Code

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**KANSAS SECRETARY OF STATE
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Kansas Office of the Secretary of State:

Memorial Hall, 1st Floor (785) 296-4564
120 S.W. 10th Avenue kssos@sos.ks.gov
Topeka, KS 66612-1594 www.sos.ks.gov

53-44
53-46
THIS SPACE FOR OFFICE USE ONLY.

**This form and the attached formation document must be submitted together by paper with the filing fees for both documents.
(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

4. State or country of organization before conversion/domestication

Converted/Domesticated Entity

5. Business entity name after conversion/domestication

6. Type of 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

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

<input type="checkbox"/> Upon filing	OR	<input type="checkbox"/> Future effective date:	Month	Day	Year
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The formation document and fee for the converted/domesticated entity are attached. 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.

8. 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)

Please review to ensure completion.