

Please  
Do Not  
Staple

LCD

KANSAS SECRETARY OF STATE  
**Certificate of Designation  
Domestic (Kansas) Series**

**INSTRUCTIONS FOR FILING  
CERTIFICATE OF DESIGNATION**

**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.***

**How to complete the Certificate of Designation for a domestic (Kansas) series:**

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

1. Provide the complete legal business entity name of the limited liability company (LLC) for the series, including words of formation (e.g., LLC, L.L.C., LC, etc.)
2. List the LLCs 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>.
3. Provide the name of the series. This name must contain the complete and uninterrupted name of the LLC in section 1.

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

If the name is currently in use, either a letter of consent from the current business entity must be submitted with the certificate, or a different name must be used.

Letter of consent: Pursuant to K.S.A. 17-7933, the letter of consent must include an indication that the current business entity consents to the use of the name. This letter must be executed by an authorized person for the current business entity registered.

4. Other matters that the members/managers wish to include may be provided. If no other matters are to be included, leave this section blank.
5. An authorized person on behalf of the entity must sign.

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**Fee Schedule**

**Certificate of Designation**

The filing fee for the certificate of designation is as follows:

Paper Certificate of Designation:..... \$35

**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 certificate of designation are completed, a certified copy of the certificate of designation will be mailed to the address of the sender.

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**COVER PAGE  
CERTIFICATE OF DESIGNATION**

*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**

**LCD**

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Certificate of Designation  
Domestic (Kansas) Series**



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:**

Must match name on record with the Secretary of State.

**2. Business entity ID/file number:**

Kansas Secretary of State file number.

**3. Name of series:**

The name of the series must contain the complete and uninterrupted name of the LLC in section 1.

**4. Any other matter that the members of such series determine to include:**

If additional space is needed, please provide an attachment.

**5. I declare under penalty of perjury pursuant to 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

X