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This legal document  
should be typed.  
All illegible  
documents  
will be REJECTED.

## Instructions for Filing Application for Certificate of Authority for a Non-Profit Corporation

[Section 7-6-74](#) of the General Laws of Rhode Island, 1956, as amended

*The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.*

*All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.*

### How to complete the form:

1. State the name of the corporation. It must match the name on your [Certificate of Good Standing/Letter of Status](#) from the state or country of formation, which must be attached to this form.
- 1a. Your entity name must be distinguishable from any name on file in this office. You may check [name availability](#) on our website; however, this does not ensure the name will still be available upon filing. If the name is unavailable for use in Rhode Island, list an elected name and complete a Fictitious Business Name Statement, [Form 626](#), to be submitted with this application. The Fictitious Business Name Statement has a \$20 filing fee.
2. State the state or country under whose laws the corporation was incorporated.
3. State the date of incorporation in the state of formation. Check the appropriate box for the duration of the corporation. Check "date certain for dissolution" only if there is a designated dissolution date in the state or country of formation, otherwise check "perpetual," if applicable.
4. List the principal place of business for the corporation.
5. State the name of the registered agent. The registered agent is an individual or entity that will accept all legal service for this entity. The agent must be a Rhode Island resident or entity qualified to do business in this state. A Rhode Island street address is required, **NOT** a P.O. Box. In addition to all legal service of process, other important correspondence from the state will be sent to this address.
6. State the specific purpose(s) of the corporation which it proposes to pursue in conducting its affairs in Rhode Island.
7. List the names and addresses of the corporation's directors and officers.
8. A [Certificate of Good Standing/Letter of Status](#) from the state or country of formation dated within 60 days of the date of this filing must accompany this application.
9. The President or Vice President **AND** the Secretary or Assistant Secretary **MUST** sign and date the form.

### How to pay the filing fee:

The filing fee is payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will NOT result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#).
- Enter the name or ID number of your entity and click "Search."
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing."
- Identify the desired type of filing and click on "PDF" under "View PDF" to view and print the record.

### How to maintain your status:

The entity is responsible for filing an annual report each calendar year, excluding the year of incorporation, between February 1 and May 1. A courtesy reminder will be mailed to the registered agent prior to February 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a registered agent/office will result in revocation proceedings.

Every entity registered with the RI Department of State - Business Services Division will have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.



**Certificate of Authority**

FOREIGN Non-Profit Corporation

→ Filing Fee: \$50.00

**STAMP**

FOR  
 SECRETARY OF STATE  
 USE ONLY

Pursuant to the provisions of RIGL [7-6-74](#), the undersigned foreign non-profit corporation hereby applies for a Certificate of Authority to conduct affairs in the State of Rhode Island, and for that purpose submits the following statement:



1. The name of the corporation is:		
1a. The name, if different, which it elects to use in Rhode Island is:		
*If the corporate name is not available in Rhode Island, then set forth below the fictitious name under which the corporation will qualify and transact business in Rhode Island as stated in the "Fictitious Business Name Statement" to be filed with this application.		
2. It is incorporated under the laws of:		
3. The date of its incorporation is:		
And the period of its duration is: <b>CHECK ONLY ONE BOX</b>		
Perpetual (on-going)		
Date certain for dissolution _____		
4. The address of its principal place of business is:		
5. The name and address of the initial registered agent/office in Rhode Island is:		
Agent Name		
Street Address ( <u>NOT</u> a P.O. Box)		
City/Town	State <b>RHODE ISLAND</b>	Zip Code

**MAIL TO:**  
**Division of Business Services**  
 148 W. River Street, Providence, Rhode Island 02904-2615  
**Phone:** (401) 222-3040  
**Website:** [www.sos.ri.gov](http://www.sos.ri.gov)



**STAMP**

FOR  
 SECRETARY OF STATE  
 USE ONLY

6. The purpose or purposes which it proposes to pursue in the conducting its affairs in Rhode Island:

Check the box to indicate an attachment

7. The names and respective addresses of its directors and officers are:

OFFICE	NAME	ADDRESS
Director		
Director		
Director		
President		
Vice President		
Treasurer		
Secretary		

Check the box to indicate an attachment

8. This application must be accompanied by a [Certificate of Good Standing/Letter of Status](#) from the state or country of formation dated within 60 days of the date of this filing.

*Under penalty of perjury, we declare and affirm that we have examined this Application for Certificate of Authority, including and accompanying attachments, and that all statements contained herein are true and correct.*

Type or Print Name of President OR Vice President	Date
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Signature of President OR Vice President

Type of Print Name of Secretary OR Assistant Secretary	Date
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Signature of Secretary OR Assistant Secretary

**TWO SIGNATURES ARE REQUIRED**

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov).



## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:		Date:
Proposed Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: