

CDD

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

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

**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 Conversion/Domestication:

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

1. List the business's ID number issued by the Kansas Secretary of State (This is not a tax ID number). ID numbers may be found at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>. If the business entity is a foreign (non-Kansas) business 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 business name prior to the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
3. Select the business type prior to the conversion/domestication.
4. Provide the business's current domestic state prior to the conversion/domestication (e.g., Kansas, Missouri, etc.)
5. Provide the complete business name after the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
6. Select the business 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 resulting from the conversion/domestication.

Once the steps are completed, attach the appropriate formation document associated with the business type in section 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 = \$165
LLP:	Statement of Qualification + CDD = \$165
LP:	Certificate of Limited Partnership + CDD = \$165
GP:	Statement of Partnership Authority + CDD = \$110
Business Trust:	Business Trust Application + CDD = \$140

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
Docking State Office Building
915 SW Harrison Street
Topeka KS 66612

CREDIT/DEBIT CARD COVER PAGE

ONLY INCLUDE **ONE** CREDIT/DEBIT CARD COVER PAGE
WHEN SUBMITTING MULTIPLE DOCUMENTS.

THE CREDIT/DEBIT CARD CAN BE CHARGED FOR ALL FEES DUE.

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

Name on Card

Credit/Debit Card Number

Expiration Date (MM/YY)

CVV (3 or 4 digit security code on back of card)

Billing Zip Code

CDD

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Kansas Secretary of State
 Docking State Office Building
 915 SW Harrison Street
 Topeka, KS 66612

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

Converting/Domesticating Business

1. Business ID number <small>Kansas Secretary of State issued file number.</small>	
2. Business name before conversion/ domestication	
3. Type of business 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 <input type="checkbox"/> Business Trust
4. State or country of organization before conversion/domestication	

Converted/Domesticated Business

5. Business name after conversion/domestication							
6. Type of business 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 <input type="checkbox"/> Business Trust						
7. Effective date <small>If future date is chosen, must be within 90 days of filing.</small>	<input type="checkbox"/> Upon filing OR <input type="checkbox"/> Future effective date: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;">Month</td> <td style="width: 20px;">Day</td> <td style="width: 20px;">Year</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Month	Day	Year			
Month	Day	Year					

The formation document and fee for the converted/domesticated business 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.
Signature of Authorized Person of the converting/domesticating entity
X