



KANSAS SECRETARY OF STATE
**Certificate of Conversion/Domestication
to a Foreign (Non-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>.
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 complete business name after the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
5. Select the business type after the conversion/domestication.
6. Provide the business's new domestic state after the conversion/domestication (e.g., Colorado, 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 resulting from the conversion/domestication.

Once filed, this certificate will act as a cancellation/dissolution for the business and will show on file that the business has converted/domesticated out of the state of Kansas. If the business 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
Docking State Office Building
915 SW Harrison Street
Topeka KS 66612

CDF

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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.

Contact Information

Contact Person

Direct Phone Number for Contact Person

Payment Information

Name on Card

Credit/Debit Card Number

Expiration Date

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

Billing Zip Code



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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

Kansas Secretary of State
issued file number.

**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 | |

Converted/Domesticated Business

**4. Business name after
conversion/domestication**

**5. 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 | |

**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.

Signature of Authorized Person of the converting/domesticating entity

X