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KANSAS SECRETARY OF STATE  
**Certificate of Revival  
Corporation and Business Trust**

**INSTRUCTIONS FOR FILING  
CERTIFICATE OF REVIVAL**

**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 revival for a corporation or business trust:**

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

1. List the business 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 <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business entity name, including words of formation (e.g., Inc., Corp., etc.)

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

**Foreign corporations and business trusts only:**

If the business entity is a foreign corporation or foreign business trust and the name is currently in use, the corporation or business trust will need to choose one of three options:

- a. Submit the certificate of revival with a letter of consent.

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.

- b. Submit the certificate of revival with a letter of advertising.

Letter of advertising: Pursuant to K.S.A. 17-7933, a letter of advertising must indicate that, in all means of identification and advertising, the business entity will identify as an entity out of their foreign (non-Kansas) state. If the current covered entity is domesticated in the same foreign state, a letter of advertising can't be used and a letter of consent from the current business entity must be provided.

- c. Provide the current name, indicate that the business entity's name has changed, and provide the new name of the business entity.

**Domestic corporations and business trusts only:**

If the business entity is a domestic corporation or domestic business trust and the name is currently in use, the corporation or business trust will need to choose one of two options:

- a. Submit the certificate of revival with a letter of consent.

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.

- b. Provide the current name, indicate that the entity's name has changed, and provide the new name of the business entity.

3. Provide the name the business entity was originally registered with as a corporation or business trust. To view any documents filed with our office, perform a business search online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
4. Provide the date the original articles of incorporation or business trust application were filed. To find the date the original articles of incorporation or business trust application were filed, perform a business search online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
5. Provide the date the articles of incorporation or business trust were forfeited or void. To find the date the articles of incorporation or business trust application became forfeited or void, perform a business search online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
6. Provide the name of the resident agent.  
  
Resident agent: This is either an individual or a business entity registered in Kansas (may be the business entity the certificate of revival is for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business entity named in section 2. If the resident agent is a business entity, search for the legal name of the business at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
7. Provide the registered office for the resident agent.

Registered office: Must be an address in Kansas where the resident agent may be regularly present. The address must include the building number, street, city, state, and zip code. This can't be a PO box.

8. An authorized person on behalf of the entity must sign.

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**Fee Schedule**

**Certificate of Revival**

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

- Corporation:
  - For-profit: ..... \$35
  - Not-for-profit:..... \$20
- Business Trust: ..... \$35

For for-profit corporations or business trusts that forfeited for failure to file an information report on-time, **a one-time penalty fee of \$85 must be included**. For corporations or business trusts who forfeited for failure to maintain a resident agent, there isn't a penalty fee.

Not-for-profit corporations do not pay a penalty fee regardless of the reason for forfeiture.

Each of the information reports that have not been filed within the reporting period that would have been due, limited to the type of business entity (instruction following), must be submitted with the revival.

**Not-for-profit Corporations:** Only the most recently passed information report and fee must be submitted with the certificate of revival.

**All other entities:** Each of the information reports that have passed up to the last 10 years must be submitted with the certificate of revival.

For more information and to download the information reports, go to <https://www.sos.ks.gov/businesses/information-reports.html>.

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

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**COVER PAGE  
CERTIFICATE OF REVIVAL**

*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 (MM/YY)**

**Billing Zip Code**

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

**Note: The certificate of revival must be submitted with all information reports and fees due from the time of forfeiture. (See instructions for details.)**

**1. Business entity ID number:**  
Kansas Secretary of State issued file number.

**2. Current name of corporation or business trust:**  
Must match name on record with the Secretary of State at the time of forfeiting.

**3. Name the entity originally registered with as a corporation or business trust:**  
Leave blank if same as section 2.

**4. Date of filing the entity's articles of incorporation or business trust application:**

Month	Day	Year
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**5. Date the articles of incorporation or business trust application became forfeited:**

Month	Day	Year
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**6. Name of resident agent:**  
Must be an individual, the business entity named in section 2, or an entity already registered with our office. **Do not leave blank.**

**7. Registered office in Kansas for the resident agent:**  
Must be a street, rural route, or highway. **A. PO box is unacceptable.**

Street Address (A PO box is unacceptable)		
City	State <b>KS</b>	Zip

**Pursuant to K.S.A. 17-7002(d)(3), the corporation desiring to be revived and reviving its corporate existence was duly organized under the laws of the state of its original incorporation.**

**The certificate of revival is filed by authority of the board of directors or members of the governing body of the corporation in accordance with K.S.A. 17-7002(h).**

**8. I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct.**

Signature of Authorized Person

X