

CDD

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

**SUBMIT THE DOCUMENTS
WITHOUT THIS PAGE**

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

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 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>. If the business entity is a foreign (non-Kansas) entity 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 entity name prior to the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
3. Select the business entity type prior to the conversion/domestication.
4. Provide the business entity's current domestic state prior to the conversion/domestication (e.g., Kansas, Missouri, etc.)
5. Provide the complete business entity name after the conversion/domestication, including words of formation (e.g., LLC, Inc., etc.)
6. Select the business entity 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 entity resulting from the conversion/domestication.

Once the steps are completed, attach the appropriate formation document associated with the entity type in #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 = \$240
LLP:	Statement of Qualification + CDD = \$240
LP:	Certificate of Limited Partnership + CDD = \$240
GP:	Statement of Partnership Authority + CDD = \$110

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
 Memorial Hall, 1st Floor
 120 SW 10th Avenue
 Topeka KS 66612

CDD

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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

Credit/Debit Card Number

Expiration Date

Billing Zip Code

CDD**KANSAS SECRETARY OF STATE
Certificate of Conversion/Domestication
to a Kansas Entity****Kansas Office of the Secretary of State:**

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

This form and the attached formation document must be submitted together by paper with the filing fees for both documents.
(See instructions for details.)

Converting/Domesticating Entity**1. Business entity ID number**

Kansas Secretary of State issued
file number.

**2. Business entity name before
conversion/domestication****3. Type of business entity
before conversion/
domestication**

- | | |
|---|--|
| ☐ For-Profit Corporation | ☐ Limited Liability Company |
| ☐ Not-for-Profit Corporation | ☐ Limited Liability Partnership |
| ☐ General Partnership | ☐ Limited Partnership |

**4. State or country of
organization before
conversion/domestication****Converted/Domesticated Entity****5. Business entity name after
conversion/domestication****6. Type of entity after
conversion/domestication**

- | | |
|---|--|
| ☐ For-Profit Corporation | ☐ Limited Liability Company |
| ☐ Not-for-Profit Corporation | ☐ Limited Liability Partnership |
| ☐ General Partnership | ☐ Limited Partnership |

7. Effective date

If future date is chosen, must be
within 90 days of filing.

☐ Upon filing**OR**☐ Future effective date:

Month

Day

Year

The formation document and fee for the converted/domesticated entity are 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, and that I have remitted the required fee.

Signature of Authorized Person of the converting/domesticating entity

X

Name of Signer (printed or typed)