



**Division of Corporations,  
State Records and  
Uniform Commercial Code**

New York State  
**Department of State**  
**DIVISION OF CORPORATIONS,  
STATE RECORDS AND  
UNIFORM COMMERCIAL CODE**  
One Commerce Plaza  
99 Washington Ave.  
Albany, NY 12231-0001  
<https://dos.ny.gov>

**DOCUMENT AND CERTIFICATE COVER SHEET**

**Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Request for Filing of Document**

Exact Name of Entity: \_\_\_\_\_

Document Type: \_\_\_\_\_  
(i.e., Certificate of Incorporation, Articles of Organization, Certificate of Amendment, etc.):

**Request for Copies or Certificates of Status** (Check the appropriate box)

Exact Name of Entity: \_\_\_\_\_

- Certified Copies of all Documents on File (\$10 per document)
- Plain Copies of all Documents on File (\$5 per document)
- Certified Copy of \_\_\_\_\_ (\$10 per document)  
(specify document)
- Plain Copy of \_\_\_\_\_ (\$5 per document)  
(specify document)
- Certificate of Status - Long Form (\$25 per document)
- Certificate of Status - Short Form (\$25 per document)

**Method of Delivery of Filing Receipt or Other Document**

All documents will be returned to the email address listed above with the exception of certified and uncertified copies filed before July 1990.



*(This form must be printed or typed in black ink)*

## ARTICLES OF ORGANIZATION OF

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*(Insert name of Limited Liability Company)*

Under Section 203 of the Limited Liability Company Law

**FIRST:** The name of the limited liability company is:

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**SECOND:** The county within this state in which the office of the limited liability company is to be located is:

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**THIRD:** The Secretary of State is designated as agent of the limited liability company upon whom process against the limited liability company may be served.

The post office address to which the Secretary of State shall mail a copy of any process against the limited liability company served upon the Secretary of State by personal delivery is:

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(Optional) The email address to which the Secretary of State shall email a notice of the fact that process against the limited liability company has been served electronically upon the Secretary of State is:

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**X**

\_\_\_\_\_  
*(Signature of Organizer)*

\_\_\_\_\_  
*(Print or Type Name of Organizer)*

ARTICLES OF ORGANIZATION  
OF

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*(Insert name of Limited Liability Company)*

Under Section 203 of the Limited Liability Company Law

Filer's Name and Mailing Address:

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*Name:*

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*Company, if Applicable:*

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*Mailing Address:*

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*City, State and Zip Code:*

**NOTES:**

1. This form was prepared by the New York State Department of State for filing articles of organization for a domestic limited liability company. It does not contain all optional provisions under the law. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores.
2. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
3. The Limited Liability Company Law requires that the name end with "Limited Liability Company," "LLC" or "L.L.C." The name of the limited liability company must be uniformly stated throughout this certificate.
4. The filer may not be the limited liability company being formed.
5. The certificate must be submitted with a **\$200** filing fee made payable to the Department of State. Preferred payment methods include money order, Visa or Mastercard.

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*(For Office Use Only)*