

RL

KANSAS SECRETARY OF STATE
Certificate of Reinstatement
Limited Liability Company, Limited Liability Partnership, or Limited Partnership

INSTRUCTIONS FOR FILING CERTIFICATE OF REINSTATEMENT

**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.

The certificate of reinstatement must be submitted with all past due information reports along with all fees for each document. Documents cannot be submitted separately and must be paid at the time of filing.

How to complete the certificate of reinstatement for a limited liability company, limited liability partnership, or limited partnership:

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 by searching for the name online at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business name, including words of formation (e.g., LLC, LP, etc.)

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

Foreign (non-Kansas) businesses only: If the business is a foreign business and the name is currently in use, the business will need to choose one of three options:

- a. Submit the certificate of reinstatement with a Written Consent to Use of Similar Business Name.

Written Consent to Use of Similar Business Name: Pursuant to K.S.A. 17-7918, the business may submit a Written Consent to Use of Similar Business Name (Form CN), completed by the business registered with the Secretary of State's office and found at https://www.sos.ks.gov/forms/business_services/CN.pdf.

- b. Submit the certificate of reinstatement 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 a business out of their foreign (non-Kansas) state. If the current business is domesticated in the same foreign state, a letter of advertising can't be used and a letter of consent from the current business must be provided.

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

Example: "ABC, Inc. changing the name to DEF, Inc."

Domestic (Kansas) businesses only: If the business is a domestic business and the name is currently in use, the business will need to choose one of two options:

- a. Submit the certificate of reinstatement with a Written Consent to Use of Similar Business Name.

Written Consent to Use of Similar Business Name: Pursuant to K.S.A. 17-7918, the business may submit a Written Consent to Use of Similar Business Name (Form CN), completed by the business registered with the Secretary of State's office and found at https://www.sos.ks.gov/forms/business_services/CN.pdf.

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

Example: "ABC, Inc. changing the name to DEF, Inc."

3. Provide the name of the resident agent.

Resident agent: This is either an individual or a business registered in Kansas (may be the business the certificate of reinstatement is for) who will receive any legal documents (e.g., subpoenas, court orders, summons, etc.) for the business named in section 2. If the resident agent is a business, search for the legal name of the business at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.

4. 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.

5. An authorized person on behalf of the business must sign.

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Fee Schedule

Certificate of Reinstatement

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

	Filing Fee	+	Penalty Fee	+	Report Fee (each)	=	Total Fees 1 Report	Total Fees 2 Reports	Total Fees 3 Reports	Total Fees 4 Reports	Total Fees 5 Reports (Max)
LLC, LLP, LP:	\$35	+	\$85	+	\$110 x each report	=	\$230	\$340	\$450	\$560	\$670

Filing Fee: This is the reinstatement filing fee for the form RL.

Penalty Fee: The penalty fee applies to businesses that have forfeited for failure to file an information report. Businesses who have forfeited for failure to maintain an active resident agent may ignore this penalty fee.

Report Fee: Each information report required to be filed with the form RL also has a filing fee that must be included.

All documents must be submitted together with the required filing fees. The Kansas Secretary of State's Office cannot process documents received without payment.

Each of the information reports that have not been filed within the reporting period that would have been due, limited to the last 10 years of information reports, must be submitted with the reinstatement.

Information Reports

The following reports must be submitted with the certificate of reinstatement.

Business Type	Form Name
Limited Liability Company:.....	ILC
Limited Liability Partnership:.....	ILL
Limited Partnership:.....	ILP

For more information, 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 reinstatement is completed, a certified copy of the certificate of reinstatement will be mailed to the address of the sender.

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Partnership, or Limited Partnership

COVER PAGE
CERTIFICATE OF REINSTATEMENT

Note: The credit/debit card information will be destroyed upon the filing of the document.

**THE CREDIT/DEBIT CARD CAN BE CHARGED FOR ALL FEES DUE INCLUDING
INFORMATION REPORTS.**

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
120 S.W. 10th Avenue
Topeka, KS 66612-1594

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

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

1. Business ID/file number:

Kansas Secretary of State
issued file number.

[Empty input field for Business ID/file number]

2. Name of business:

Must match name on record with
the Kansas Secretary of State at
the time of forfeiting.

[Empty input field for Name of business]

3. Name of resident agent:

Must be an individual, the
business named in section 2, or
a business already registered
with our office. **Do not leave
blank.**

[Empty input field for Name of resident agent]

**4. 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 KS	Zip

This certificate is filed by one or more persons of the limited liability company, limited liability partnership, or limited partnership authorized to execute and file such certificate of reinstatement.

5. 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