

BEA

KANSAS SECRETARY OF STATE
Certificate of Amendment
All Business Types

INSTRUCTIONS FOR FILING CERTIFICATE OF AMENDMENT

**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 amendment may be used to amend specific information within the business's formation document or application. Multiple amendments may be listed on this document (ex., business name change, change to the resident agent or registered office, purpose statement change, etc.)

How to complete the Certificate of Amendment for any business:

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 clicking on our website at <https://www.sos.ks.gov/eforms/BusinessEntity/Search.aspx>.
2. Provide the complete legal business name, including words of formation (e.g., LLC, LLP, Corp., etc.)
3. State each of the amendments to the formation document of the business. The amendment must specifically identify what is to be amended (ex., "The name of the business is..." ; "The resident agent is changed to..." ; etc.)
4. At least one authorized person must sign.

Fee Schedule

Certificate of Amendment

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

Not-for-profit corporation paper filing: \$20
All other businesses:..... \$35

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

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Amendment Requirements for Certain Changes:

Domestic LLCs amending organizers: Organizers can't be amended or deleted.

Domestic corporations amending incorporators: Amendments can't change or add incorporators. An amendment can only delete incorporators.

Amending the name of the business: The current business name must appear at the top of the amendment (section 2) and an indication that the name is changing in section 3 (ex., "the name of the business has changed to...")

Professional associations and professional LLCs must also include an original certificate from a Kansas regulatory board that shows each of the names of the individuals licensed to practice the professional service the certificate was issued for and shows that the new name of the business has been approved by the board.

Professional associations and professional LLCs amending the purpose statement: Must include an original certificate from a Kansas regulatory board for each professional service named within the purpose statement. The certificate will show each of the names of the individuals licensed to practice the professional service the certificate was issued for and shows that the new name of the business has been approved by the board.

Foreign business amendments: Certified copies of documents filed in a foreign state or country can't be filed with our office.

Domestic limited partnerships amending to add general partners: The amendment to add general partners is required to have at least one current general partner and each of the new general partners' sign.

General partnership amendments: The amendment must include an indication of the statement that is to be amended and the amendment itself (ex., "The general partner is no longer John Doe. The new general partner is Jane Doe.")

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COVER PAGE
CERTIFICATE OF AMENDMENT

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



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Memorial Hall, 1st Floor
 120 S.W. 10th Avenue
 Topeka, KS 66612-1594

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

1. Business ID/file number:

Kansas Secretary of State
 issued file number

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2. Name of business:

Must match name on record
 with Kansas Secretary of State.

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3. The amendment is as follows:

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If addition space is needed, please provide attachment.

4. 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	Name of Signer (Printed or Typed)
Signature of Authorized Person	Name of Signer (Printed or Typed)