

STATE OF LOUISIANA  
SECRETARY OF STATE

Commercial Division  
(225) 925-4704

Nancy Landry  
SECRETARY OF STATE



Fax Numbers  
(225) 932-5314 Corporations  
(225) 932-5317 Legal Services  
(225) 932-5318 UCC

**TRANSMITTAL INFORMATION  
For All Business Filings**

Please indicate below the level of service requested, payment and contact information

Routine

Expedite \$30  
*24 hour processing*

Priority Expedite \$50  
*2-4 hour processing*

Check or Money Order Enclosed

\*Do not put credit card information on this form. You may save payment information in your geauxBIZ profile under master account.

Business Name (List **exactly** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Address

City

State

Zip Code

Daytime phone number

Fax number

Email address

**NOTE: Louisiana Law requires all Louisiana notaries to print or type their name and notary or bar roll number on the document.**

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8585 Archives Ave., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.la.gov](http://www.sos.la.gov)

**Nancy Landry  
Secretary of State**



# FOREIGN CORPORATION NAME REGISTRATION

**R.S. 12:1-403**

Enclose \$25 filing fee  
Make remittance payable to Secretary of State  
*Do Not Send Cash*

Return to: **Commercial Division**  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.gov

Check one:                      ( ) Original                      ( ) Renewal

1. Foreign Corporation Name: \_\_\_\_\_

2. State (or Country) of Incorporation: \_\_\_\_\_

3. Date of Incorporation: \_\_\_\_\_

4. Nature of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Submitted by:

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Officer's Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

## INSTRUCTIONS

1. A foreign corporation may register its corporate name by filing a Foreign Corporation Name Registration form, a certificate of good standing or existence from the incorporating jurisdiction dated within 90 days of its receipt to our office, along with the requisite \$25 filing fee with the Secretary of State's Office.
2. The name must be identical to the name on the certificate of good standing or existence from the incorporating jurisdiction.
3. Corporate names must end with or include the words "Corporation," "Incorporated," "Company," or "Limited," or the abbreviation of any of these words.
4. The Foreign Corporation Name Registration is renewable every year between Oct. 1 and Dec. 31, regardless of the date of registration, by filing the Foreign Corporation Name Registration form marked "renewal" along with the requisite \$25 filing fee.
5. Filing a Foreign Corporation Name Registration is not equivalent to filing the Application for Certificate of Authority to Transact Business. In the event that the corporation wishes to authorize to transact business in Louisiana, an Application for Certificate of Authority to Transact Business (Form SS326) must be filed.