



# CERTIFICATE OF ORGANIZATION LIMITED LIABILITY COMPANY

Title 30, Chapters 21 and 25, Idaho Code

Base Filing fee: \$100.00 + \$20.00 for manual processing (form must be typed).

1. The name of the limited liability company is:

\_\_\_\_\_ (Remember to include the words "Limited Liability Company," "Limited Company, "or the abbreviations L.L.C., LLC, or LC)

2. The complete street and mailing addresses of the principal office is:

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (Mailing Address, if different)

3. The name and complete street address of the registered agent:

\_\_\_\_\_ (Name) (Address)

4. The name and address of at least one governor of the limited liability company:

\_\_\_\_\_ (Name) (Address)

\_\_\_\_\_ (Name) (Address)

\_\_\_\_\_ (Name) (Address)

\_\_\_\_\_ (Name) (Address)

5. Mailing address for future correspondence (annual report notices):

\_\_\_\_\_ (Mailing Address)

Signature of organizer(s).

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Secretary of State use only



## INSTRUCTIONS

Provide contact information where you can be reached:

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

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

Line 1. The name of the limited liability company must contain the words Limited Liability Company, Limited Company or the abbreviation L.L.C., L.C., or LLC. [30-21-301, Idaho Code] It is advised that you contact the Secretary of State's office to check for name availability before filing.

Line 2. Enter the complete street and mailing address of the principal office. [30-21-102(36), Idaho Code]

Line 3. All Limited Liability Companies must have a registered agent in Idaho at a street address. A registered agent is the person designated to receive service of process upon litigation. A registered agent may be an individual who is a resident of Idaho, or a business entity registered with the Secretary of State's office. Assumed Business Name filings cannot be registered agents. This person or business entity must be located in Idaho at a physical address. Post Office boxes and commercial personal mail boxes are not acceptable.

Line 4. Enter the name and address of at least one (1) governor\* of the limited liability company; it is not necessary to identify whether the person is a member or a manager. [30-21-102(19)(E) and (F), Idaho Code]

*\* Governor means a manager of a manager-managed limited liability company, or a member of a member-managed limited liability company.*

Line 5. Enter the mailing address for future correspondence. Your annual report reminders will be mailed to this address.

The document must be signed by an organizer or authorized person. Only one signature is required, but space has been provided for more than one.

Other statements not in the Certificate of Organization may be made in attachments.

***Please do not attach operating agreements. They are not filed with this office. [30-25-201(C), Idaho Code]***

Enclose the appropriate fee (make checks payable to Idaho Secretary of State):

- a. The fee is \$120.00 (includes additional \$20.00 for a non-electronic form for manual entry).
- b. If expedited service is requested, add an additional \$40.00 to the filing fee.
- c. If 'same day' service is requested, add \$100.00 to the filing fee.

Pursuant to Idaho Code § 67-910(6), the Secretary of State's office may delete a business entity filing from our database if payment for the filing is not completed.

Mail or deliver to: Office of the Secretary of State  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.