

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
BUSINESS AND PROFESSIONAL LICENSE ADMINISTRATION
CORPORATIONS DIVISION
941 NORTH CAPITOL STREET, N.E.
WASHINGTON, D.C. 20002



**INSTRUCTION SHEET - ARTICLES OF INCORPORATION
FOR PROFIT AND NON-PROFIT CORPORATIONS**

1. Articles must be typed on plain bond paper; do not use letterhead paper. Letter sized and legal papers are both acceptable.
2. Submit two (2) original signed sets of articles. (For non-profit corporations and cooperative associations, two (2) sets originally signed and notarized.) **DO NOT SIGN ARTICLES THROUGH CARBON PAPER.**
3. In articles, state the specific purposes the corporation will pursue. In the District of Columbia, general purposes (such as "any lawful purpose") are not acceptable.
4. The registered agent of the corporation must be either
 - (1) An individual person who **resides** in the District of Columbia (a business office does not qualify as residency), or
 - (2) **Another** corporation which has the authority in its own articles to act as a registered agent in the District of Columbia.
 - (3) Written consent from the registered agent must be attached to **articles**.
5. The registered office address can **never** be a post office box.
6. For other specific requirements of articles of incorporation, you should review the particular statute under which you are incorporating:

Business Corporations - D.C. Code, Title 29, Chapter 1
Non-Profit Corporations - D.C. Code, Title 29, Chapter 3
Professional Corporations - D.C. Code, Title 29, Chapter 4
Cooperative Associations - D.C. Code, Title 29, Chapter 9

All references are to the 2001 Edition of the District of Columbia Code. Reading copies of the Code are available at all branches of the D.C. Library.

Fee Schedule for Articles of Incorporation

1. Business and Professional Corporations

Filing Fee.....\$150.00
Initial License Fee..... (See Note Below)
TOTAL.....Varies

The initial license fee varies with the amount of proposed authorized stock. The minimum initial license fee is \$35.00, which covers up to \$100,000 worth of authorized stock. For authorized stock in excess of \$100,000, contact the Superintendent of Corporation's office for the correct fee computation. **THE MINIMUM TOTAL FEE FOR BUSINESS AND PROFESSIONAL CORPORATIONS IS \$185.00**

2. Non-Profit Corporations

Filing Fee.....\$40.00
Indexing.....\$30.00
TOTAL.....\$70.00

3. Cooperative Associations

Filing Fee..... \$5.00
Indexing..... \$1.00
TOTAL..... \$6.00

4. Certified copies of articles are \$35.00 per document. Certificates of Good Standing and Certificates of status are \$15.00 each. Long form certificates are \$20.00 each.

Non-Profit Fees

Certified Copy.....\$35.00
Long form certificates.....\$30.00
Good Standing Certificate.....\$30.00

MAKE ALL CHECKS PAYABLE TO "D.C. TREASURER"

For General Information Call:

Superintendent of Corporations - (202) 442-4432
Corporate Information and Name Availability - (202) 442-4432