



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government

Corporations Division

**Instruction Sheet for Application for Certificate of Registration for Foreign Limited Liability Company
Form FLC-1, Version 6, July 2010.**

General Information:

By filing this application (FLC-1), you will register non-District limited liability company to conduct business in the District of Columbia.

This is the first step in business compliance before you can apply for business license.

Include contact information with your correspondence such as cover letter with e-mail address, phone number, etc. in case of any questions;

All items must be answered; N/A is not an acceptable answer; you must use the latest version of this form;

Step-By-Step Guide:

Item 1. Provide the name of entity exactly as it is registered with the state of formation; do not include doing business as (DBA) other versions of the name;

Item 2. This section should only be used if company name does not have appropriate qualifier (for example, company with LC must adopt LLC as the name ending);

Special Note: For professional LLCs (see Item 9 for definition), you must adopt PLLC or Professional Limited Liability Company as the name qualifier for the purpose of conducting business in the District of Columbia.

Item 3. Provide the state or country of formation;

Item 4. Provide the date of organization in the state of formation;

Item 5. Provide the term of existence - perpetual for most companies or specify the dissolution date;

Item 6. Provide the true date when company will start or has started conducted business in the District of Columbia:

A-if company has not started conducting business, you may indicate the following - upon registration;

B-if company commenced its business previously, it may be liable for back reports (form bra-25) and back fees;

Special Note: It is imperative for companies that conducted business previously to contact division for exact fees and instructions to avoid application rejection for deficiency;

Item 7. Provide the address of the company in the state of formation; if main office address is outside the state of formation, provide the registered agent's address in the state of formation;

Item 8. Provide the name and address of the registered agent in the District of Columbia; you must submit this application along with the form RA-1 (see page 4 for form and instructions);

Mail all forms and required payment to:
Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400

Item 9. Describe the company's purpose in the District; provide at least one specific purpose in combination with general purpose;

A-If insurance is part of the purpose, you must get an insurance license from the D.C. Department of Insurance, Securities and Licensing (DISB);

B-If banking is part of the purpose, you must get consent from DISB before you file this application.

C- if any professional services such those performed by *certified public accountants, attorneys, architects, practitioners of the healing arts, dentists, optometrists, podiatrists, or professional engineers* are part of your business - your company should adopt **PLLC or Professional Limited Liability Company** as the name qualifier for the purpose of conducting business in the District.

Item 10. Indicate the name and address of all managers and members of the company; use additional sheet if needed;

Item 12. Include certificate of good standing or certificate of existence from the state or country of incorporation; See special instructions below:

A-certificate should bear the issue date within the last 30 days;

B-if certificate is not in English for non-US entities, then it should be translated by certified translation service;

C-certificate should be issued by the Corporate Registrar in the state of formation;

D-certificate of good standing from tax or licensing authority will not be accepted;

E-for MD Entities - contact Department of Tax and Assessment; for VA entities - contact State Corporation Commission;

F-for other non-District entities - contact Secretary of State or other registrar;

Item 13. Application must be signed by manager, member or authorized person.

Application Checklist:

(items 1-4 are applicable for all applicants; items 5-6 are applicable to specific customers - see Items 6 & 9 above)

1-Application form - 2 forms required (use form on page 3);

2-RA-1 form - 2 forms required (use form on page 4);

3-Certificate of good standing - 1 certificate required (see item 12 above for definition);

4-Filing fee - Refer to Corporate Fee Schedule posted online;

5-Back reports and back fees - not required unless commenced business before registered (see item 6 above) - contact Division for detailed instructions to avoid application rejection;

Frequently Requested Optional Services:

1-If you need to request certificate of good standing, include the corresponding fee and application for certificate of good standing;

2-for certified copies of filing, include the corresponding fee and application for certified copies;

3-for trade name registration (doing business as), include the form TN-1 and corresponding fee;

Failure to include all items indicated on the checklist or answer all questions will result in rejection of this application.

Mail all forms and required payment to:
Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

Application for Certificate of Registration for Foreign Limited Liability Company
Form FLC-1, Version 6, July 2010.

Use this form (FLC-1) to register your foreign Limited Liability Company (LLC). Review instruction sheet on page 1 before filing this form.

ENTITY TYPE	FILING FEE
Foreign Limited Liability Company	Refer to Corporate Fee Schedule posted online;

Under the provisions of the Limited Liability Company Act, DC Official Code Title 29 Chapter 10, the company listed below hereby applies for a Certificate of Registration to transact business in the District of Columbia, and for that purpose submits the statement below.

1. Entity Name. _____	2. Company Designation elected in the District of Columbia. _____
3. Organized under the laws of which state or country. _____	4. Date of Organization. _____
5. Term of Existence. _____	6. Date company started or will start transacting business in the District of Columbia. _____
7. Address of the company in the state where it is organized. _____	8. Registered Agent's name and address of registered office in District of Columbia. _____

9. Briefly describe the proposed activity company will transact in the District of Columbia.

10. List all managers and members of the Limited Liability Company

TITLE	NAME	ADDRESS

11. It is authorized to pursue such purpose in the state or country under the laws of which it is organized.

12 Attach an original Certificate of Good Standing (Certificate of Existence) from Registration Authority in the State/Country of Incorporation that is not over 30 days old.

If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

13. Select Company Representative executing this form. <input type="checkbox"/> Manager <input type="checkbox"/> Member <input type="checkbox"/> Authorized Person	14. Signature. _____
---	-------------------------

Mail all forms and required payment to:
Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

Registered Agent Written Consent
Form RA-1, July 2010.

Use this form to appoint a Registered Agent for an entity. Choose Option A or B, but not both. There is no filing fee for this form. Under DC Official Code (DCOC) Titles 29 and 41, a Registered Agent (RA) must be:

- A bona fide resident of the District of Columbia (District), or
- A for-profit corporation, authorized by articles of incorporation or certificate of authority to act as agent.

Limited Liability Companies (LLCs) and Limited Liability Partnerships (LLPs) may not act as RAs.

RA's address must be physical street address in the District of Columbia.

Entities may not act as their own RAs.

A. By a District Of Columbia resident: I, a bona fide District resident, consent to act as a RA for the entity below.

Name of Resident. _____	Address of Resident. _____
-----------------------------------	--------------------------------------

Entity Name. _____	Signature. _____
------------------------------	----------------------------

B. By a legally authorized corporation: The authorized corporate Registered Agent in the District, by the signatures of its President/Vice-President and Secretary/Assistant Secretary, agrees to act as RA for the entity below.

Name of Corporation. _____	Address. _____
--------------------------------------	--------------------------

Entity Name. _____

President or Vice-President. _____	Signature. _____
--	----------------------------

Secretary or Assistant Secretary. _____	Signature. _____
---	----------------------------

If you sign this form, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

Mail all forms and required payment to:
Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."