



## INSTRUCTIONS

If the document is incorrect, provide contact information where can you be reached for corrections:

208-585-3823

dscrossley7@gmail.com

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Phone Number

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Email address

**Note: Complete and submit the application in duplicate.**

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 office to check for name availability before filing.

Line 2. Enter the complete street and mailing address of the 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):

The filing fee is \$100.00 (\$120.00 if not typed).

If expedited service is requested, add \$20.00 to the filing fee.

If the fees are to be paid from the filing party's pre-paid customer account, indicate the customer account number in the cover letter or transmittal document.

The Secretary of State's Office will delete a business entity filing from our database if payment for the filing is not completed. [67-910(6), Idaho Code]

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.