



**SAMPLE CERTIFICATE OF INCORPORATION FORM**

**AVAILABLE ON THE NEW YORK STATE**

**DEPARTMENT OF STATE WEB SITE**

**<http://www.dos.state.ny.us/corp/pdfs/dos1511.pdf>**

New York State  
Department of State  
Division of Corporations  
Albany, NY 12231  
[www.dos.state.ny.us](http://www.dos.state.ny.us)

## CERTIFICATE OF INCORPORATION OF

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*(Insert Corporation Name)*

Under Section 402 of the Not-for-Profit Corporation Law

**FIRST:** The name of the corporation is:

**SECOND:** The corporation is a corporation as defined in subparagraph (a)(5) of Section 102 (Definitions) of the Not-for-Profit Corporation Law.

**THIRD:** The purpose or purposes for which the corporation is formed are as follows *(type or print clearly)*:

FOURTH: The corporation shall be a Type \_\_\_\_\_ corporation pursuant to Section 201 of the Not-for-Profit Corporation Law. *(Please insert Type A, B, C or D, as appropriate.)*

FIFTH: The office of the corporation is to be located in the County of \_\_\_\_\_, State of New York.

SIXTH: The names and addresses of the initial directors of the corporation are *(a minimum of three are required)*:

SEVENTH: The Secretary of State is designated as agent of the corporation upon whom process against it may be served. The address which the Secretary of State shall mail a copy of any process accepted on behalf of the corporation is:

EIGHTH: *(Corporations seeking tax exempt status may include language required by the Internal Revenue Service in this paragraph. See instructions, paragraph eighth.)*

*The incorporator or incorporators must sign the Certificate of Incorporation and type or print his/her name and address.*

<hr/>	<b>X</b>	<hr/>
<i>(Type or print name of incorporator)</i>		<i>(Signature)</i>

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*(Address)*

<hr/>	<b>X</b>	<hr/>
<i>(Type or print name of incorporator)</i>		<i>(Signature)</i>

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*(Address)*

<hr/>	<b>X</b>	<hr/>
<i>(Type or print name of incorporator)</i>		<i>(Signature)</i>

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*(Address)*

# CERTIFICATE OF INCORPORATION OF

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*(Insert Corporation Name)*

Under Section 402 of the Not-for-Profit Corporation Law

Filed by:

*(Name)*

*(Mailing address)*

*(City, State and Zip code)*

NOTE: This sample form is provided by the New York State Department of State Division of Corporations for filing a certificate of incorporation. This form is designed to satisfy the minimum filing requirements pursuant to the Not-for-Profit Corporation Law. The Division will accept any other form which complies with the applicable statutory provisions. The Division recommends that this legal document be prepared under the guidance of an attorney. The Division does not provide legal, accounting or tax advice. This certificate must be submitted with a \$75 filing fee made payable to the "Department of State."

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For DOS use only