



State of Utah
Department of Commerce
Division of Corporations & Commercial Code
Certificate of Organization Instructions (Professional Services)

**The form must be computer generated or typewritten.
There is a non-refundable processing fee of \$70.00 to file the application.**

- 1. Name of Company:** Enter the name of the Limited Liability Company. The name of a professional services limited liability company must contain the words "professional limited liability company" or the abbreviations "P.L.L.C." or "PLLC" and may not contain language stating or implying that it is formed for a purpose other than that authorized by its Certificate of Organization. Additionally, the name must conform with any rule made by the regulating board having jurisdiction over a professional service described in the professional services company's certificate of organization (see [48-3a-1104](#) for more information)
- 2. Principal office address (street & mailing):** The primary address at which the company will be located.
- 3. Professional Service Provided:** Select the professional service for which the company was organized to provide. Additionally, the company may only engage in one specific type of professional service; and services ancillary to the professional service. A professional services company organized to provide a professional service may not engage in a business other than to provide the professional service that it was organized to provide; and services ancillary to the professional service. (see [48-3a-1101](#) and [48-3a-1106](#) for more information)
- 4. Registered Agent:** The Registered Agent is a business or individual designated to receive service of process when a business entity is a party in a legal action such as a lawsuit or summons. The Division also sends all correspondence to the Registered Agent. A Utah street address is required.

The agent can either be a commercial Registered Agent or a noncommercial Registered Agent. For a commercial Registered Agent, all that will be needed is the agent's name (the commercial Registered Agent's registration number is not required to be listed, but it is helpful).

For a noncommercial Registered Agent, enter the required name and address of the Registered Agent. The Registered Agent can be either a person or a business entity. If the Registered Agent is a business, the business **must** be registered with the Division of Corporations and in good standing. **A company CANNOT serve as its own Registered Agent.**

- 5. Name and signature of Organizer is required:** Provide the name and signature of the company's organizer. (see [48-3a-203](#) for more information)
- 6. Name and Address of Members/Managers (required):** Provide the name and street address of each of the Limited Liability Company's Managers and/or Members. (see [48-3a-1103](#) for more information)
- 7. Duration:** Enter the duration of the business entity (optional).

Under GRAMA {63G-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.