



State of Utah  
Department of Commerce  
Division of Corporations & Commercial Code  
How to Qualify a Foreign Corporation in the State of Utah

**Application for Authority to Conduct Affairs may not be handwritten. There is a non-refundable processing fee of \$59.00**

1. **Exact Corporate Name:** The name of the corporation shall contain the terms: "corporation"; "incorporated"; "company"; "corp."; "inc." or "co." U.C.A. 16-10a-401
2. **Corporation's Home State**
3. **Date of Incorporation in the Home State**
4. **Duration**
5. **Principal Office Address (mailing & street):** The primary address at which the company is located.
6. **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.

7. **If the name is not available in Utah an alternate name is required** (UCA 16-10a-1506)
8. **The start date or intended start date of the Corporation in Utah**
9. **Names and Addresses of Officers and Directors**
10. **Purpose**
11. **Authorized signature**

**\* Attach a copy of a Certificate of Good Standing/Existence/Fact from the State of Incorporation dated no earlier than ninety (90) days prior to filing with the Division to this application.**

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.