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(related to commercial filings only, we do not handle FinCEN filings)

Effective Jan. 1, 2024, business owners may be required to complete a beneficial ownership report with FinCEN (Financial Crimes Enforcement Network) as required by federal law.

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The Commercial Division encompasses Corporations, geauxBIZ, Administrative Services and Uniform Commercial Code. This page is a clearinghouse for all business-related information, from searching our database to filing a business online. Access is also available to Administrative Services for service of process information and UCC.



ARE YOU STARTING A BUSINESS?

- File Online
- Forms
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- Business License Checklist

Visit geauxBIZ for the following business start-up services:

- Find resources to help plan, make key financial decisions, and complete legal activities necessary to start a business
- Produce a list of possible federal, state and local licenses and permits required for your business
- Reserve a new business name

ARE YOU UPDATING OR RESEARCHING A BUSINESS?

- Order Copies or Certificates Online
- File Annual Report
- Commercial Database
- File Amendments
- Forms
- Fee Schedule

DO YOU NEED OTHER COMMERCIAL SERVICES?

- Political Subdivisions
- Certificate Validation
- Corporation Newsletters
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Elections Hotline: 800-883-2805 TTD/TTY: 711
DIVISION OF ELECTION INTEGRITY: 800-722-5305

[View your sample ballot](#)

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READ ADMINISTRATIVE RULES

The secretary of state has rule making authority under La. R.S. 36:742, Louisiana Corporations law and Louisiana's Uniform Commercial Code to promulgate administrative rules to provide more detail for certain corporations and UCC laws passed by the Legislature that set broad policy. Visit the Division of Administration's website for more information about the [Louisiana Administrative Code](#).

[Title 10. Financial Institutions, Consumer Credit, Investment Securities and UCC \(Part XIX Uniform Commercial Code\)](#)

[Title 19. Corporations and Business \(Part V Secretary of State\)](#)

Permanent Rules

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Title 19. Corporations and Business

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- [Chapters 1-13. Corporations, Partnerships and Limited Liability Companies](#)

Rules (Includes Additions, Deletions and Amendments to New or Existing Rules)

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- [Chapters 1-13. Secure Business Filings \(Adopted 6.20.16\)](#)
- [Chapter 1. Section 101. Uniform Statutory Power of Attorney for Military Personnel \(Repealed 10.20.17\)](#)
- [Chapters 1-13. Secure Business Filings \(Adopted 8.20.18\)](#)

Emergency Rules

Title 19. Corporations and Business

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- [Chapter 3. Home Service Contract Providers \(Adopted 1.19.16\)](#)

Notice of Intent

Title 10. Financial Institutions, Consumer Credit, Investment Securities and UCC

[Part XIX. Uniform Commercial Code \(Amendments\) \(Published 4.20.14\)](#)

Title 19. Corporations and Business

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- [Chapters 1-13. Secured Business Filings \(Published 3.20.16\)](#)
- [Chapters 1-13. Secured Business Filings \(Published 4.20.18\)](#)
- [Chapter 1. Section 101. Uniform Statutory Form Power of Attorney for Military Personnel \(Repeal\) \(Published 6.20.17\)](#)

- [Chapter 7. Foreign Corporations \(Published 9.20.15\)](#)
- [Notice of Intent- Optional Commercial API \(Published 3.20.2020\)](#)
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- [Notice of Intent- Opional Commercial API \(Published 7.30.2020\)](#)

Legislative Narrative Reports Submitted

Title 10. Financial Institutions, Consumer Credit, Investment Securities and UCC

- [Part XIX. Uniform Commercial Code \(Submitted 9.5.13\)](#)
- [Part XIX. Uniform Commercial Code \(Amended\) \(Submitted 6.8.14\)](#)

Title 19. Corporations and Business

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- [Chapters 1-13. Secured Business Filings \(Initial Report Submitted 3.10.16\)](#)
- [Chapters 1-13. Secured Business Filings \(Second Report Submitted 5.10.16\)](#)
- [Chapters 1-13. Secured Business Filings \(Initial Report Submitted 4.10.18\)](#)
- [Chapters 1-13. Secured Business Filings \(Second Report Submitted 6.6.18\)](#)
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- [Chapter 1. Section 101. Uniform Statutory Form Power of Attorney for Military Personnel \(Repeal\) \(Second Report Submitted 8.9.17\)](#)
- [Chapter 7. Foreign Corporations \(Initial Report Submitted 9.9.15\)](#)
- [Chapter 7. Foreign Corporations \(Second Report Submitted 11.30.15\)](#)

Public Hearings Scheduled

Title 10. Financial Institutions, Consumer Credit, Investment Securities and UCC

- [Part XIX. Uniform Commercial Code \(Amendments\) \(Agenda for Tuesday, May 27, 2014\)](#)

Title 19. Corporations and Business

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- [Chapters 1-13. Secured Business Filings \(Agenda for Tuesday, April 26, 2016\)](#)
- [Chapters 1-13. Secured Business Filings \(Agenda for Wednesday, May 30, 2018\)](#)
- [Chapter 1. Section 101. Uniform Statutory Form Power of Attorney for Military Personnel \(Repeal\) \(Agenda for Monday, July 24, 2017\)](#)
- [Chapter 7. Foreign Corporations \(Agenda for Tuesday, Oct. 27, 2015\)](#)

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START A BUSINESS

An important step in forming a new business is to determine the type of business structure that you will use. There are several business structures to choose from, including sole proprietorship, partnership, corporation, limited liability company and limited liability partnership. Each has advantages and disadvantages as well as tax consequences of which you should be aware. You must decide which of these structures best suits your business objectives and needs. The Secretary of State cannot advise you on choosing a business structure. For help in making this decision, you may wish to consult a tax practitioner, accountant or attorney.

The Commercial Division administers the state corporation, partnership, trademark and public opinion poll laws under the following statutes:

- [Louisiana R.S. Title 12 Corporations and Associations](#)
- [Louisiana R.S. Title 3 Agriculture and Forestry](#)
- [Louisiana Civil Code 2801-2844 Partnerships](#)
- [Louisiana R.S. Title 9 Civil Code-ancillaries](#)
- [Louisiana R.S. Title 45 Public Utilities and Carriers](#)
- [Louisiana R.S. Title 51 Trade and Commerce](#)
- [Louisiana R.S. Title 14:325 Public Opinion Polls](#)

For more information, See [Frequently Asked Questions](#).

Visit **geauxBIZ**

The Louisiana Secretary of State, Louisiana Department of Revenue, and Louisiana Workforce Commission are working to make it easy for you to manage your Louisiana business filings and tax account registrations from one location—the Louisiana **geauxBIZ** portal. **geauxBIZ** can help you find resources to help plan, make key financial decisions, and complete legal activities necessary to start your business. You can also use **geauxBIZ** to produce a list of possible federal, state and local licenses and permits required for your business, to reserve your new business name, and to complete your new business filing. If you want to do business in Louisiana, [visit **geauxBIZ** to get started!](#)

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CREATE A BUSINESS LICENSE CHECKLIST

The business license checklist has been moved to the Louisiana [geauxBIZ](#) portal. To create a business license checklist, visit [geauxBIZ](#), create an account or sign in, click **Getting Started**, and then select **Produce a list of possible federal, state and local licenses and permits required for your business**.

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SEARCH FOR LOUISIANA BUSINESS FILINGS

Please [continue to our Louisiana Business Filings search page](#) to search for Louisiana business filings.

You can also [subscribe to Commercial API](#), an application programming interface, to search for business information directly from your proprietary electronic systems. For more information, please see the [Commercial API Implementation Guide](#).

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ORDER DOCUMENTS & CERTIFICATES

Copies of documents and certificates on file in the Secretary of State's office may be obtained by written request, mailed to P.O. Box 94125, Baton Rouge, LA 70804, faxed to 225.932.5313 or online through our [Commercial Database](#).

Fax and email requests are accepted when the email address associated with a geauxBIZ account and the last 4 digits of a saved card are provided. Requests submitted by mail must be accompanied by a check or money order made payable to the Secretary of State.

Documents may be certified by the Secretary of State as a true and correct copy of the records of his office. The fee for a copy of an individual document is \$15. The fee for more than one document filed by the same entity or the complete file for the entity is \$25.

The office of the Secretary of State also prepares certificates which reflect information filed of record with the office. The following is a list of the commonly requested certificates:

- Certificate of Good Standing for corporations and limited liability companies;
- Certificate of Existence for corporations, partnerships, trade names and limited liability companies;
- Certificate of Registry for Partnerships; and
- Certificate of No Record for corporations, partnerships and limited liability companies.

In addition, certificates issued with filings after July 15, 2005, such as certificates of incorporation, certificates of merger, trade name registration certificates, etc., may be reissued by the Secretary of State as a 'duplicate' certificate. The fee for a certificate is \$20.

Information regarding entity name, status, date of incorporation, organization, registration, current registered office address, registered agent name and address, and the names and addresses of current officer(s), director(s), member(s) and manager(s) may be printed from the [Commercial Database](#).

Computer Queries

Searches by an individual's name, as well as custom searches are offered upon request. Examples of custom searches are:

- a list of all the Louisiana non-profit corporations domiciled in East Baton Rouge Parish;
- a list of all foreign limited liability companies qualified to do business in Louisiana; or
- a list of all entities with the word "environmental" in the name.

The minimum fee for a query is \$25 for the first 40 entity records and 1 cent a record for any additional.

Fax Services

Requests for name reservations, certified copies and certificates may be made by fax. Requests should include a credit card number, with the expiration date, a return address, and a contact person's name and telephone number.

The Secretary of State's office offers an outgoing fax service by customer request. Copies of documents on file will be faxed for the customary cost of the service plus a fax fee of \$1 per page. (Maximum fax fee is \$10)

Walk-in Customer Services

The Commercial Division offers customers the convenience of walk-in service. Documents may be processed while the customer waits for a \$50 priority expedite fee or processed in 24 hours for a \$30 expedite fee. All expedite fees are in addition to the required filing fee. The forms furnished by the Secretary of State are available. Documents may be

delivered for processing on a non-expedited basis. The customer may leave a mailing address or a telephone number for notification when processing is complete.

The office is at 8585 Archives Avenue, Baton Rouge, LA 70809 and is located in the building behind the Louisiana State Archives. Hours are 8:00 a.m. to 4:30 p.m., Monday to Friday. Please try to arrive by 4:00 p.m. to give the employees enough time to complete the filing.

Requests received after regular office hours will be processed on the next business day.

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RETRIEVE AN ORDER

This service may be unavailable at times while we perform maintenance beginning at 6:00 AM CDT on Sunday, October 20, 2024. We expect the maintenance to conclude by 7:00 AM CDT. This message will be removed when the service is fully restored.

Louisiana Secretary of State Order Status/Retrieval

* indicates required fields

- You must have Adobe Acrobat Reader installed on your computer to view, print, and/or save the online certificates you previously purchased. To install the Acrobat reader, please click [Adobe Acrobat Reader](#) and follow the instructions on that website.
- Once the Reader is installed on your computer:
 1. Enter the Order ID that was issued at the time of purchase and displayed on your confirmation page.
 2. Click the "Retrieve" button.
- If you do not know your Order ID or if you need further assistance, you will need to call 225.925.4704.

Order ID:*

NOTE: Orders are only available for retrieval for 120 days from the original date of purchase.

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VALIDATE A CERTIFICATE

This service may be unavailable at times while we perform maintenance beginning at 6:00 AM CDT on Sunday, October 20, 2024. We expect the maintenance to conclude by 7:00 AM CDT. This message will be removed when the service is fully restored.

Louisiana Secretary of State Certificate Validation

* indicates required fields

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NewCorp_20240227	NewCorp_20240604	NewCorp_20240910
NewCorp_20240305	NewCorp_20240611	NewCorp_20240917
NewCorp_20240312	NewCorp_20240618	NewCorp_20240924
NewCorp_20240319	NewCorp_20240625	NewCorp_20241001
NewCorp_20240326	NewCorp_20240702	NewCorp_20241008
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NewsLetter_20240305	NewsLetter_20240611	NewsLetter_20240917
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FILE BUSINESS DOCUMENTS

The Secretary of State is aware that many transactions in the business and financial world are time sensitive. To better serve the public, GeauxBiz.com provides online filings; forms for downloading; accepts filings by regular mail, express mail and fax; expedited filings; online certificate validation and a range of payment methods.

Online Filing

The Commercial Division offers online document filings for all original filings, several amendments and annual report filings for all entity types. Please visit our website as directed below:

- [File Original Documents](#)
- [File Amendments](#)
- [File Annual Reports](#)

Visit geauxBIZ

The Louisiana Secretary of State, Louisiana Department of Revenue, and Louisiana Workforce Commission are working to make it easy for you to manage your Louisiana business filings and tax account registrations from one location—the Louisiana geauxBIZ portal. geauxBIZ can help you find resources to help plan, make key financial decisions, and complete legal activities necessary to start your business. You can also use geauxBIZ to produce a list of possible federal, state and local licenses and permits required for your business, to reserve your new business name, and to complete your new business filing. If you want to do business in Louisiana, [visit geauxBIZ to get started!](#)

Walk-in Customer Service[Schedule An Appointment](#)

The Secretary of State offers customers the convenience of walk-in service. Documents may be processed while the customer waits for a \$50 priority expedite fee or processed in 24 hours for a \$30 expedite fee. All expedite fees are in addition to the required filing fee. The forms furnished by the Secretary of State, and the publications which are compiled by the Secretary of State are available. Documents may be delivered for processing on a non-expedited basis. The customer may leave a mailing address or a telephone number for notification when processing is complete.

The office is at 8585 Archives Avenue, Baton Rouge, LA 70809 and is located in the building behind the Louisiana State Archives. Hours of operation are Monday through Friday from 8 a.m. to 4:30 p.m. Please try to arrive by 4 p.m. to give the employees enough time to complete the filing.

Fax Filing

The Commercial Division accepts facsimile filings for business entities. The original document must comply with the appropriate statutes, including signature requirements. A cover sheet or letter must be included containing the name and contact person, their phone number, the mailing address, and special instructions, if any. Fax filings for business entities should specify whether expedited handling is requested. The following fax number can be used for transmitting Business organization filings 225.932.5314.

Expedited Filing

The Secretary of State expedites the filing of business organization documents as well as the issuance of certified copies and certificates relating to those documents. Expedited service means that the documents are processed before other

documents received the same day.

Payment Methods

- Check (personal or business) All checks should be made payable to the Secretary of State
- Money order
- Cash (Cash should not be sent in the mail)
- Credit Card (Visa, Master Card, Discover and American Express)*

*Credit card payments are subject to an additional statutory convenience fee of \$5

Document Compliance

Prior to submitting documents to the Secretary of State for filing, check that the following are complied with, if applicable. The document must meet all requirements:

- contain the correct entity name;
- be dated;
- have all the required signatures;
- be notarized (when required by statute);
- contain municipal street addresses, not post office box numbers (mailing purpose only);
- have the required adjustment in the corporate name such as Inc., Corp., Ltd., or Co., Incorporated, Corporation, Limited, Company;
- have the required adjustment in the Limited Liability Company name such as L.L.C., L.C. or Limited Liability Company;
- have the required adjustment in the partnership name such as Registered Limited Liability Partnership or L.L.P. when applicable;
- be accompanied by the required filing fee;
- be accompanied by the certificate of good standing or existence when qualifying a foreign corporation or Limited Liability Company;
- be accompanied by an affidavit of registered agent if a registered agent is being appointed;
- be accompanied by a description of the logo if a logo is attached to a trade name registration; and
- contain the notary number and printed or typed names of the notary and witnesses.

Before submitting articles of incorporation, articles of organization and trade names, a preliminary check of the name is advisable. Preliminary checks may be made by phone by calling 225.925.4704, by fax 225.932.5314, or by mail to P.O. Box 94125, Baton Rouge, LA 70804-9125. Reservation of names are available for a fee of \$25. The name may be reserved for a period of 60 days. Two 30 day extensions are available upon request.

Name Availability

Corporate, limited liability company, trade names, trademarks and service marks must be checked for availability. A preliminary check may be made by phone at 225.925.4704, by fax to 225.932.5314, or by mail to P.O. Box 94125, Baton Rouge, LA 70804.

Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the Secretary of State. If you are reserving a trade mark or service mark, they must be reserved under a class number. The class numbers are listed on the back of the reservation application. The fee is \$25 per class.

Names checked for availability must be distinguishable from corporate, limited liability company and trade names already on file, or reserved, in the Secretary of State's office. In addition to checking names by various spellings (Cajun vs. Kajan), names are checked phonetically (excellent vs. x e lent). (Partnership names do not conflict and are not considered when checking name availability for the above listed entities. Trademarks and service marks are only conflicted with other trademarks and service marks registered in the same class.) No corporate or limited liability company name shall contain the phrase "doing business as" or the abbreviation "d/b/a". The names of revoked Louisiana corporations and limited liability companies are not available for a three year period after the date of revocation.

Louisiana Business Corporations

The name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. The following are words which are prohibited from use in Louisiana business corporate names, except for bank holding companies: bank, banker, banking, savings, safe deposit, trust, trustee, building and/or loan, homestead, insurance, casualty, redevelopment corporation, electric cooperative, and credit union. No corporation shall use the word insurance in its name except for an independent insurance agency or brokerage.

Written waivers from two state boards are required for use of certain words in corporate names. If "engineer", "engineering", "surveyor" or "surveying" will be part of the corporate name, a waiver must be obtained from the [Louisiana Professional Engineering & Land Surveying Board](#), 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809-1443, 225.925.6291. In order to include "architect," "architectural" or "architecture," a waiver must be obtained from the [Louisiana State Board of Architectural Examiners](#), 8017 Jefferson Highway, Suite B2, Baton Rouge, LA 70809, 225.925.4802. In order to include the form of the words "bank" or "trust," a waiver must be obtained from the Office of Financial Institutions, P.O. Box 94095, Baton Rouge, LA 70804, 225.925.4548.

Louisiana Nonprofit Corporations

The corporate name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. It shall not contain any of the following words: bank, banking, banker, savings, trust, deposit, insurance, mutual, assurance, indemnity, casualty, fiduciary, homestead, building and loan, surety, security, guarantee, cooperative, state, parish, redevelopment corporation, electric cooperative or credit union.

If you are forming a nonprofit corporation and intend to apply to the Internal Revenue Service for tax exempt status, additional information will be required in the articles of incorporation. Exemption information must be obtained from the [Internal Revenue Service](#) website or call toll free at 877.829.5500. If the required information is not included in the articles of incorporation the Internal Revenue Service will direct you to amend the articles. This office, as well as the Clerks of Court's offices, will require an additional fee to file an amendment to the articles of incorporation.

Foreign Business and Nonprofit Corporations

If the corporation applying for a Certificate of Authority contains the word "engineer", "engineering", "surveyor" or "surveying" in its name, a waiver must be obtained from the [Louisiana Professional Engineering & Land Surveying Board](#), 9643 Brookline Ave., Suite 121, Baton Rouge, LA 70809-1443, 225.925.6291.

Louisiana Limited Liability Companies

The name shall not imply that the corporation is an administrative agency of any parish or of this state or of the United States. The LLC name shall not contain any word or phrase which indicates or implies that it is organized for any purpose not lawful for a limited liability company or contrary to its articles of organization. A limited liability company shall not be formed for the purpose of banking or insurance underwriting in all of their several forms or for the purpose of operating homesteads or building and loan associations.

Conversion of Business Entities

Business corporations, limited liability companies and general and limited partnerships can convert to another type of business entity by filing a conversion application with the Secretary of State. The requirements of the application vary according to the type of organizational form of the converted entity. A thorough reading of the statute is suggested ([Louisiana R.S. 12:1601](#)). Please call the Commercial Division for additional information at 225.925.4704.

Collection Agency Registration

Collection agencies that do business in Louisiana are registered with the Secretary of State. Registered Agencies will be listed alphabetically in the [Commercial Database](#).

Trade Names, Trademarks and Service Marks

The laws governing registration of trade names, trademarks and service marks are extensive. A thorough reading of [Louisiana Trade and Commerce Law](#) is advisable.

Louisiana Professional Corporations

A business corporation may be formed in compliance with the laws governing several types of professions. The professional corporations generally are limited to their particular type of business, and may hold property for investment or in connection with their practice. The following professional corporations must contain the full or last name or names of one or more voting shareholders, former voting shareholders or members of a predecessor firm: law, dental, accounting, chiropractic, nursing and optometry. The following professional corporation names may comply with the above, or may consist of any name approved by the Secretary of State:

- medical
- architectural
- psychology
- veterinary
- architectural-engineering
- occupational therapy
- social work

With the exception of architectural-engineering, all professional corporation names must end with a "professional" ending.

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REGISTER PUBLIC OPINION POLLS

In accordance with Louisiana R.S. 14:325 conductors of public opinion polls are required to file with the Secretary of State the name of the person, association, partnership or corporation engaged in the making of public opinion polls or sampling in the State of Louisiana; the current mailing address of the principal executive officer thereof and the year for which the registration is filed. It shall be signed by the principal executive officer. There is a \$5 registration fee.

The [Public Opinion Poll Registration form](#) must be filed prior to beginning any such activity and annually thereafter no later than February 15th of each year.

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REGISTER MANAGED SERVICE/MANAGED SECURITY SERVICE PROVIDERS

Act 117 of the 2020 Regular Louisiana Legislative Session enacted R.S. 51:2111 through 2116 which requires entities that manage a public body's information technology infrastructure or end-user systems; or provide a managed security service for a public body register with the Secretary of State.

Beginning February 1, 2020, the [Managed Service/Managed Service Provider Registration form](#) must be filed with this office and biennially thereafter. The biennial renewal must be filed at least ninety days prior to the expiration of the registration.

Changes to the registration can be made by filing an amended registration, accompanied by supporting documentation (amendments to the Articles of Incorporation, Articles of Organization, Articles of Association or Partnership Agreement), with our office within 60 days of the effective date of the change.

To report a cyber incident or ransom payment, contact the Louisiana Fusion Center using one of the following methods:
Email to LaFusion.Center@LA.GOV
Phone call (800) 434-8007 or (225) 925-4192
File a report at <http://la-safe.org> under the Suspicious Activity section.

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Louisiana SECRETARY OF STATE NANCY LANDRY



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Elections Hotline: 800-883-2805 TTD/TTY: 711
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[View your sample ballot](#)

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GET FORMS & FEE SCHEDULE

Effective January 1, 2018, business owners in the following parishes will be required to file all available business documents online through [geauxBIZ](#): Ascension, Bossier, Caddo, Calcasieu, East Baton Rouge, Jefferson, Lafayette, Livingston, Orleans, Ouachita, Rapides, St. Tammany, Tangipahoa and Terrebonne.

The forms and samples contain the minimum requirements under Louisiana Law. The information on this page should not be considered a substitute for the advice and services of an attorney or tax specialist. Please review the submission instructions included with each form or sample and follow them carefully. For more information about the filing process and requirements for doing business in Louisiana, visit [Frequently Asked Questions](#).

Domestic Corporations		
Articles of Incorporation Louisiana Business	#399	\$75
Articles of Incorporation-Louisiana Nonprofit	#395	\$75
Change of Registered Office or Agent-Louisiana Nonprofit	#354	\$25
Statement of Change-Louisiana Corporation	#502	\$25
Change of Directors and/or Officers-Louisiana Corporation	#354A	\$25
Disclosure of Ownership-Corporation	#320	\$20
Name Reservation-Corporation, Limited Liability Company, L3C and Partnership	#398	\$25
Name Reservation Transfer	#402	\$25
Simplified Articles of Termination-Louisiana Corporation	#1441	\$75
Affidavit to Dissolve-Louisiana Nonprofit	#339	\$75
Articles of Reinstatement	#1444	\$75
Amended Articles, Mergers, Dissolutions, Certificate of Correction		\$75
Additional Certified Copies		\$15
Certified Copies with Amendments		\$25
Additional Certificates		\$20
Annual Report		\$30
Annual Report for Nonprofit		\$10
Name Reservation Cancellation		\$25
Domestic Limited Liability Companies		
Articles of Organization-Louisiana Limited Liability Company	#365	\$100
Articles of Organization-Louisiana Low-Profit Limited Liability Company	#1L3	\$100
Change of Registered Office or Agent-Louisiana Limited Liability Company	#983	\$25
Change of Members and/or Managers-Louisiana Limited Liability Company	#983A	\$25
Name Reservation-Corporation, Limited Liability Company, L3C and Partnership	#398	\$25
Name Reservation Transfer	#402	\$25
Supplemental Initial Report-Louisiana Limited Liability Company	#366	\$25
Affidavit to Dissolve-Louisiana Limited Liability Company	#368	\$100
Amended Articles, Mergers, Dissolutions, Certificate of Correction		\$100
Certified Copies		\$15
Certified Copies with Amendments		\$25
Additional Certificates		\$20
Annual Reports		\$30
Name Reservation Cancellation		\$25
Domestic Partnerships		
Partnership Registration-Louisiana	#342	\$100
Name Reservation-Corporation, Limited Liability Company, L3C and Partnership	#398	\$25
Name Reservation Transfer	#402	\$25
Amended Articles, Mergers, Terminations		\$100
Additional Certified Copies		\$2+\$1/pg
Additional Certificates		\$20
Annual Reports		\$30

Name Reservation Cancellation		\$25
Foreign Corporations		
Application of Foreign Corporation for Certificate of Authority	#326	\$125
Statement of Change-Foreign Corporation & Limited Liability Company	#346	\$25
Statement of Change of Directors and/or Officers-Foreign Corporation	#346A	\$25
Application to Withdraw-Foreign Corporation & Limited Liability Company	#338	\$125
Foreign Name Registration	#403	\$25
Certified Copies		\$15
Certified Copies with Amendments		\$25
Additional Certificates		\$20
Annual Reports		\$30
Foreign Limited Liability Companies		
Application of Foreign Limited Liability Company	#972	\$150
Statement of Change-Foreign Corporation & Limited Liability Company	#346	\$25
Application to Withdraw-Foreign Corporation & Limited Liability Company	#338	\$150
Statement of Change of Members and/or Managers-Foreign Limited Liability Company	#346B	\$25
Certified Copies		\$15
Certified Copies with Amendments		\$25
Additional Certificates		\$20
Annual Reports		\$30
Foreign Partnerships		
Partnership Registration-Foreign	#344	\$150
Partnership Termination-Foreign	#394	\$150
Amendments		\$150
Certified Copies		\$15
Additional Certificates		\$20
Annual Reports		\$30
Limited Liability Partnerships		
Limited Liability Partnership-Registration	#975	\$125
Amendments, Renewals, Mergers and Terminations		\$125
Certified Copies		\$2+\$1/pg
Additional Certificates		\$20
Trade Names, Trademarks, Service Marks		
Trade Name, Trademark & Service Mark-Registration	#309	\$75
Name Reservation-Trade Name, Trademark & Service Mark	#396	\$25
Trade Name, Trademark & Service Mark-Assignment	#397	\$75
Cancellation of Trade Name, Trademark & Service Mark		\$75
Certified Copies		\$15
Additional Certificates		\$20
Name Reservation Cancellation		\$25
Collection Agencies		
Collection Agency Registration	#11	\$25
Amendments and Terminations		\$25
Certified Copies		\$15
Cable & Video Franchise		
Application for a State Cable & Video Franchise	#T100	\$60
Renewals and Amendments		\$60
Additional Certified Copies		\$15
Additional Certificates		\$20
Home Service Contract Provider		
Home Service Contract Provider Application	#3143	\$600
Renewal		\$250
Certified Copy		\$15
Certificate of Information		\$20
Motor Vehicle Service Contract Provider		
Motor Vehicle Service Contract Provider Application	#3163	\$600
Renewal		\$250
Certified Copy		\$15
Certificate of Information		\$20
Structured Settlement Purchase Company		
Structured Settlement Purchase Company Registration	#2713	\$600
Renewal		\$250
Certified Copy		\$15
Certificate of Information		\$20
Managed Service/Managed Security Service Provider		
Managed Service/Managed Security Service Provider Application	#2113	No Fee
Renewal		No Fee
Certified Copy		\$15
Certificate of Information		\$20
Special Handling Instructions		
Documents processed while you wait. Referred to as "priority expedite or waiting."		\$50

Documents processed within 24 hours available for pick-up or mail. Referred to as "expedite."	\$30
Credit card payments are subject to an additional statutory convenience fee.	\$5
Electronic or physical checks returned by the bank as non-payable are subject to a return check fee.	\$25

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Louisiana Secretary of State

Nancy Landry

FREQUENTLY ASKED QUESTIONS

How do I incorporate my business?

If you know which type of business that you want to start (i.e. corporation, Limited Liability Company, partnership, trade name, etc.), you can find those [forms](#) on our website. You may also file [online](#).

If you are unsure as to what type of business (i.e. corporation, Limited Liability Company, partnership, trade name, etc.), you may need to contact an attorney, as this office is unable to assist in that determination. You may also contact a local [SCORE](#) office or [Counselors to America's Small Business](#) office for assistance.

Where can I get advice about starting a business?

SCORE (Service Corps of Retired Executives) is a non-profit association that provides free business counseling. Louisiana Small Business Development Center (LSBDC) offers advice about business plans, grants, etc.

Can you check for name availability?

Yes. We will do a preliminary search for name availability. Please call our office for this information. You can also check name availability on our website. From the Homepage, you can access the [Commercial Database](#). Type your proposed business name (without the corporate ending, i.e. L.L.C. or Inc.) and click search. A list of business names or similar business names will appear. If a domestic or foreign corporation/company has been revoked, the name will not be available until 3 years following the revocation date. Keep in mind that these are preliminary searches. There are many rules that govern name availability and a more thorough search will take place once you submit your documents for filing.

How do I reserve a name and is it necessary?

You can reserve a name by sending in a name reservation form by fax or by mail (with a check or money order). This will reserve your name for 120 days.

You would only need to reserve the name if you were waiting for an extended period of time to file your documents and/or if you were concerned that someone else may immediately file for the same name. In filing your Articles or Trade Name, the name becomes unavailable to others.

I am qualified in another state. What forms do I need to qualify in Louisiana?

If you are registered to do business in another state and wish to qualify here, you will need to submit either the [Application of Foreign Corporation for Certificate of Authority](#) or [Application of Foreign Limited Liability Company for Certificate of Authority](#). Along with this form, and the fee, you will need to submit a certificate of good standing or existence from the Secretary of State of your home state. This certificate must be less than 90 days old. All of this documentation can be submitted via fax (with credit card information), mailed to this office (with check or money order) or filed [online](#).

What is a Trade Name and/or what is the difference between a Trade Name and a Doing Business As (DBA)?

A trade name, by definition, is a word or group of words, name, symbol, device or any combination thereof used by a person to identify his business, vocation or occupation and distinguish it from the business, vocation or occupation of others. Trade names do conflict with limited liability companies and corporations. The applicant for a trade name can be a person, corporation, limited liability company or partnership. DBA's are not filed with this office. They are filed at the parish level by the local Clerk of Court's office. Any questions regarding DBA's can be addressed to the Parish Clerk of Court.

What is a registered agent and why do I need one?

All business registrations with the Secretary of State require, by law, an agent with a physical address in Louisiana. An agent, or as it is sometimes called, registered agent, can be almost anyone of legal age and a legal resident of Louisiana. An agent is someone that is designated to receive legal documents served on the business in the event of administrative or legal action. An agent has an obligation to forward the "legal documents" to the business. An agent's name and address are publically available and are displayed on the Secretary of State's website.

Individuals that can be designated to be an agent include, but are not limited to, an organizer of a business, a member of an LLC, an employee of the business, an attorney or an accountant.

Foreign businesses may need to employ a business that supplies agent services. [Send us a message](#) requesting a list of Service Companies registered in Louisiana.

How do I get a federal tax identification number?

Federal tax identification numbers are issued by the Internal Revenue Service.

How do I get a state sales tax identification number?

State sales tax identification numbers are issued by the Louisiana Department of Revenue.

How do I get a Certificate of Good Standing?

You can obtain certificates and/or certified copies [online](#). There will be a code at the bottom of the certificate/certified copy which will allow you to print numerous certificates/certified copies (with the same date) for a period of 120 days.

You can also request certificates or certified copies by fax or mail (with check or money order).

Did you receive my fax?

The Commercial Division has several fax machines. It may take an hour or two to have the faxes hand delivered to the appropriate individual. The employees in telecommunications are unable to tell if a fax is received until it is entered into our computer system. Please allow adequate time for faxes to be delivered and entered into the computer before calling to check the status.

How do I add or delete someone from my company?

You may add or delete a registered agent by filing the Change of Registered Office or Agent form. You may add or delete a manager/member or officer/director by filing either the Notice of Change of Member/Manager form or the Notice of Change of Officer/Director form. If your annual report filing is due or past due, you may make these changes on your annual report filing. These documents can also be filed [online](#).

How do I print an Annual Report form from your website?

From the Homepage, you can access the [Commercial Database](#). From there, you will type in the business name (without the corporate ending, i.e. L.L.C. or Inc.) and click "search". A list of businesses will then appear. Click on the "details" button next to the name of your business. All of the information regarding your business will appear

on your screen. If the annual report is due to be filed (or up to 4 weeks prior to the due date), you will see a bar at the top of the page that says "Print Annual Report Form for Filing". You may also file the [Annual Report](#) online.

Do I have to send my Annual Report back even if there are no changes?

Yes. The yearly filing of an Annual Report is a requirement. Make sure the report is signed by the appropriate individual. It can then be returned to this office by fax or mail. The Annual Report can also be filed [online](#).

I just received the revocation notice in the mail. What do I need to do?

If you have received a Notice of Intent to Revoke, you must submit a completed annual report to this office within 30 days of the date of the notice (or within 60 days if it is a foreign corporation/LLC). Failure to do so will result in the revocation of your charter. If the charter is revoked, a reinstatement form will be required and filing fees will be significantly higher than that of an annual report. You may also file your annual report [online](#). You will then be prompted to enter your charter number and renewal ID (both of which can be obtained by calling our office).

I need to get copies of my original paperwork, how do I do this?

You can request certified or plain copies of documents in writing to this office either by fax by mail (with a check or money order) or online through our [Commercial Database](#). See [Get Forms & Fee Schedule](#) for more information.

How do I dissolve my company?

If your corporation/company is no longer doing business, owes no debts, has no assets, and has no immovable property, it can be dissolved by Affidavit. The Affidavit to Dissolve form can be found in [Get Forms & Fee Schedule](#) or the Affidavit to Dissolve can be filed online.

If your corporation/company is no longer doing business but owes debts, has assets or has immovable property, a long form dissolution must be filed. Please consult an attorney or see our website for statutes pertaining to dissolution.

Do you have my tax ID number?

No. The Secretary of State's Office does not keep tax ID numbers. Please contact the Department of Revenue for tax ID numbers and any other tax related information.

How do I get to your building?

The physical address of our building is 8585 Archives Avenue. We are located behind the State Archives Building, which is on Essen Lane between I-10 and I-12.

Where should I send my documents?

All documents can be mailed to:
Mailing address
Louisiana Secretary of State
Commercial Division
P.O. Box 94125
Baton Rouge, LA 70804-9125

Physical Address
Louisiana Secretary of State
Commercial Division
8585 Archives Ave.
Baton Rouge, LA 70809

If faxing:

Annual Reports and Reinstatements: 225.932.5312

Original Filings and Amendments: 225.932.5314

Certified Copy Orders: 225.932.5313

GeauxBiz.com: 225.932.5319

Name Reservations: 225.932.5314

How do I know what industry type my business is under?

You may view a list of business types for each industry.

How do I get a business license checklist if my business type is not listed in the drop down menu?

Select the industry your business would relate to and then select "Other" as the business type to produce a basic checklist for your industry.

What if I don't know where I plan on doing business?

A city and parish are required to produce the checklist. Some of the licenses included in our checklist are based on the location of your business.

Who is the agent for service of process for an insurance company?

The Louisiana Insurance Commissioner authorizes insurance companies to do business in the State of Louisiana. If the insurance company is domiciled in Louisiana, the Insurance Commissioner will have the name and address of the agent(s). If the insurance company is domiciled outside Louisiana, the Secretary of State is their agent. The telephone number for the Insurance Commissioner is 225.342.5900.

Why doesn't my checklist appear when I click the submit request button?

Your popup-blocker is preventing the business license checklist from opening. In Internet Explorer, click the yellow banner at the top of the page and select Always Allow Pop-ups from this site.



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[Schedule a Commercial Appointment](#)
(related to commercial filings only, we do not handle FinCEN filings)

Effective Jan. 1, 2024, business owners may be required to complete a beneficial ownership report with FinCEN (Financial Crimes Enforcement Network) as required by federal law.

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SERVICE OF PROCESS

In accordance with [Louisiana CCP 1261, et al](#), the Secretary of State is designated as the agent for service of process on some foreign corporations, all foreign insurance companies, and in accordance with [Louisiana R.S. 13:3474](#), for out of state motorists involved in suits resulting from automobile accidents on Louisiana highways. The Legal Services Section of the Secretary of State's office receives legal process in such cases from state and federal courts, and forwards it to the person designated to receive same.

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WHAT IS SERVICE OF PROCESS?

The Department of State is designated as the agent for service of process on all foreign insurance companies; foreign corporations not registered with the Secretary of State; foreign and domestic corporations after diligent effort; mobile home manufacturers; out-of-state motorists involved in suits growing out of automobile accidents on Louisiana highways; and watercraft operating in Louisiana waters.

The Legal Services Section checks, prepares, processes suits for mailing and maintains files in connection with the suits. This section also maintains a file on the addresses of insurance companies for service. After processing, the suits are sent out by certified mail. The services rendered to the public will be coordinated to meet the time elements prescribed by law. Service of Process requires a 15 day response to the law suits sent from the Legal Services Section. We do not accept service on any other state agency, board, etc., or a Louisiana resident.

For service on the State of Louisiana or another state agency, citation and petition may be obtained by citation and service on the Attorney General of Louisiana and on the department, board, commission or agency head.

For suits filed against a political subdivision of the state or any of its departments, offices, boards, commissions, agencies or instrumentalities, citation and service may be obtained on any proper agent(s) designated by the local governing that filed their notice of service of process with the Secretary of State's office. If no agent is filed with the Secretary of State, service may be obtained on the city, parish or district attorney.

[Louisiana CCP 1261, et al](#) allows the Secretary of State to designate someone on his behalf to accept service of process.

The Legal Services Section at 8585 Archives Ave., Baton Rouge, LA 70809 are the only appointed designees by the Secretary of State. Service on any other employee of the Secretary of State's office is improper.

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HOW DO I SERVE A SUIT?

In Louisiana State Court

The citation must state "(Defendant's Name) through the Louisiana Secretary of State." Service of process filed in any Louisiana state court cannot be mailed directly to the Secretary of State. To effect proper service, service must be sent to the Sheriff of East Baton Rouge Parish along with a service fee of \$50 per service made payable to the Secretary of State. Service of process exempt from paying any fees must be clearly marked. The address for the East Baton Rouge Sheriff's Office is P.O. Box 3277, Baton Rouge, LA 70821, telephone 225.389.4824. There is also a service fee to the Sheriff of East Baton Rouge Parish.

The only exception on serving a Louisiana state suit personally on the Secretary of State is if the individual serving the documents provides the original and a copy of the order signed by the judge stating that "John Doe" is appointed as special process server to serve the documents on the Secretary of State. The order must state the case number and caption. This individual must also provide a picture ID, such as a driver's license, for verification.

In United States District Court

Service of process filed in any United States District Court can be either personal service or mailed directly to the Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125. Service of process exempt from paying any fees, must attach an affidavit. If a stamped return of the summons is requested, please provide a self-addressed stamped envelope. A service fee of \$50 per service made payable to the Secretary of State must be included.

In Louisiana Office of Workers' Compensation Court

Service of process filed in any Louisiana Office of Workers' Compensation Court must be forwarded to this office only by the Office of Workers Compensation. Service of process exempt from paying any fees, such as pauper cases, must attached an affidavit. A service fee of \$50 per service made payable to the Secretary of State must be included.

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SEARCH FOR INFORMATION ABOUT A SUIT

This service may be unavailable at times while we perform maintenance beginning at 6:00 AM CDT on Sunday, October 20, 2024. We expect the maintenance to conclude by 7:00 AM CDT. This message will be removed when the service is fully restored.

Search by Suit Number

* indicates required fields

Suit Number: *

Search Hints

- Enter the Suit Number.
- If the Suit Number was not provided, enter **NOT GIVEN**.
- Click **Search**.
- Results are sorted by the date the suit was received, with recent suits near the top of the page.

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FILING OR LOCATING AN AGENT FOR SERVICE

The Secretary of State is designated as the agent for service of process on some foreign corporations, all foreign insurance companies and for out of state motorists involved in suits resulting from automobile accidents on Louisiana highways. The Legal Services Section of the Secretary of State's office receives legal process in such cases from state and federal courts and forwards it to the person designated to receive same. A service fee of \$50 per service made payable to the Secretary of State must be attached.

Mineral Lease

Secretary of State is served by the lessor when the address that the lessee furnished is returned as undeliverable and the forwarding address is unknown (all subsequent papers are served on the Secretary of State). A service fee of \$50 per service made payable to the Secretary of State must be attached.

Political Subdivisions

Political subdivisions, board, commissions, etc. of the state are to file their agent for service of process with the Secretary of State and pay a filing fee of \$10. Make check payable to the Secretary of State.

To obtain the name and address for an agent for service please contact our Legal Services Section at 225.925.4704 or [send us a message](#).

Business Opportunity Sellers & Agents

Business opportunity means the sale or lease for an initial required consideration exceeding three hundred dollars of any goods or services which are transferred to a purchaser for the purpose of enabling the purchaser to start a business, and in which the seller or agent:

- represents that the seller or an entity to which it will refer the purchaser, will provide or assist the purchaser in finding business locations on premises neither owned nor leased by the purchaser or seller for the use or operation of vending machines, racks, display cases, currency-operated amusement machines, or other similar devices;
- represents that the seller, or any entity to which it will refer the purchaser, will purchase any or all products to be sold, made, produced, fabricated, assembled, grown, bred, or modified by the purchaser using in whole or in part the supplies, services, or goods sold to the purchaser by the seller;
- guarantees that the purchaser is to derive income from the business opportunity which exceeds the price paid for the business opportunity, or that the seller is to refund all or part of the price paid for the business opportunity, or repurchase any of the products, equipment, supplies, or goods supplied by the seller, if the purchaser is unsatisfied with the business opportunity; or
- represents that for a fee exceeding three hundred dollars the seller will provide a sales plan or marketing program which will enable the purchaser to derive income from the business opportunity which exceeds the price paid for the business opportunity. This provision shall not apply to the sale or lease of a sales plan or marketing program made in conjunction with the licensing of a registered trademark or service mark.

Business opportunity does not include the sale of an ongoing business when the owner of that business sells and intends to sell only that one business, and does not include the sale, not for profit, of sales demonstration equipment, materials, or samples for a total price of five hundred dollars or less.

See [Louisiana R.S. 51:1821](#) form more information on Business opportunity sellers and agents.

Any business opportunity seller or agent must appoint the Secretary of State as his agent for service of process, prior to engaging in business in this state. The [Business Opportunity Consent form](#) appoints the Secretary of State as its agent for service of process. The \$15 filing fee made payable to the Secretary of State must be attached.

sitemap

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Louisiana Secretary of State

Nancy Landry

FREQUENTLY ASKED QUESTIONS

Who is the agent for service of process for an insurance company?

The Louisiana Insurance Commissioner authorizes insurance companies to do business in the State of Louisiana. If the insurance company is domiciled in Louisiana, the Insurance Commissioner will have the name and address of the agent(s). If the insurance company is domiciled outside Louisiana, the Secretary of State is their agent. The telephone number for the Insurance Commissioner is 225.342.5900.

Is there a service fee for serving the Secretary of State?

Yes, the service fee is \$50 per service. A check or money order made payable to the Secretary of State must be attached to the service.

Can anyone personally serve the Secretary of State with a law suit?

A law suit filed in a Louisiana state court must be served on the Secretary of State by the Sheriff of East Baton Rouge Parish or another sheriff or marshal from any of the 64 parishes. The sheriff must then make personal service on the Secretary of State at the Legal Services Sections, 8585 Archives Ave., Baton Rouge, LA 70809, telephone 225.925.4704. The only exception is when an individual is appointed by the judge for that particular law suit. He/she must produce the order signed by the judge and proper identification.

In a federal case, any individual can make personal service on the Secretary of State.

How many days do I have to answer before a default can be filed against me?

Louisiana Revised Statute 13:3204 Section 7 requires 30 days filing into the record of an affidavit to the effect that process was mailed.

What is considered the effective date of service on the defendant?

The effective date is the date that the Secretary of State is served.

Where do you get your mailing addresses for the defendants?

The addresses for the insurance companies are provided to this office either by the Louisiana Insurance Commissioner, the Insurance Almanac, the insurance company, or the person filing the document. Corporation addresses are obtained from the records of the Corporation Section or the person filing the documents. An out-of-state motorist's address must be provided within the law suit.

What is my proof of service?

Your proof of service is the returned stamped citation or summons by the authorized person who made service on the Secretary of State. However, this office can provide a certificate of service for \$20 per service. This will provide the date of service, when and where it was forwarded and whether it was accepted or returned to this office.

How do I file a business opportunity?

Any business opportunity seller or agent must appoint the Secretary of State as his agent for service of process, prior to engaging in business in this state. The designation need only state that the company hereby appoints the Secretary of State as its agent for service of process, be signed by one officer of the company and enclose a \$15 fee per service (check made payable to the Secretary of State).

How do I serve a foreign corporation?

If the foreign corporation is registered with this office, you would serve the registered agent that is on file. If the corporation withdrew or is not registered, you would serve the Secretary of State.

How do I serve a domestic corporation?

Contact the Commercial Division at 225.925.4704 to get the registered agent. When the domicile is in one parish and the agent is in another parish, service is made through the corporation's address and sheriff of that parish. If the agent resigned or does not take service, the person requesting the service has the sheriff of the corporation's domicile parish to serve at the regular address and stamp the suit as served or unable to serve. After diligent effort, they can serve the documents through the Secretary of State with the sheriff's verification. This falls under Civil Code of Procedures 1262.

How do I go about survey soliciting?

This is the same as public opinion poll takers. Public Opinion Poll takers should file with the Secretary of State prior to February 15th of each year. There is a \$5 filing fee. To obtain a [registration form](#), call 225.925.0404 or write the Legal Services Section, Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125.



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UNIFORM COMMERCIAL CODE (UCC)

In January of 1990, Louisiana adopted the Uniform Commercial Code. This statewide notification system replaced Louisiana's chattel mortgage laws and for the first time provides lenders with statewide information regarding liens on movable, personal property.

As the last state to adopt the UCC, Louisiana was fortunate to implement a filing system that benefited its users by allowing the filing of financing statements with any of the 64 parish filing offices.

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WHAT IS UNIFORM COMMERCIAL CODE?

The Uniform Commercial Code is a model statute covering things such as the sale of goods, credit, bank transactions, conduct of business, warranties, negotiable instruments, loans secured by personal property and other commercial matters. All states have adopted and adapted the entire UCC, with the exception of Louisiana, which only adopted parts of it. See [Louisiana R.S. 10:9-101](#) and the [Model Administrative Rules](#) for more information regarding UCC laws.

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HOW DO I FILE A FINANCING STATEMENT?

In Louisiana, Uniform Commercial Code filings are not filed with the Secretary of State. UCC-1 Financing Statements may be filed with any [Louisiana Parish Clerk of Court](#) without regard to the debtor's address, location of the collateral or of related immovable property. UCC-3 Amendments must be filed in the same filing office as the initial financing statement. Any UCC forms sent to the Secretary of State will be returned.

Initial financing statements and subsequent filings can also be submitted to any Louisiana Parish Clerk of Court [online](#) through the Secretary of State's website. Please note, attachments and exhibits cannot be uploaded through the online UCC filing system.

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HOW TO SEARCH FINANCING STATEMENTS

A request for a certified search of the UCC records must be submitted in writing to one of the [Clerk of Court](#) offices. The fee for the search is \$30 per debtor name. The Secretary of State offers subscriptions to the UCC database for an annual fee of \$400. The fee allows the subscriber unlimited usage. To subscribe to our Direct Access Service, mail a completed [application form](#) and check to our office for processing.

Direct Access Login (Legacy System only)

User ID:

Password:

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GET FORMS & FEE SCHEDULE

IMPORTANT REMINDER: Beginning on July 1, 2023, the state of Louisiana will be accepting the new national UCC-1, UCC-1AD, UCC-1AP, UCC-3, UCC-3AD, UCC-3AP, and UCC-5 forms in addition to our Louisiana UCC forms (Revised 2010 or after).

A non-standard form penalty will be assessed to any National UCC forms with revision dates prior to July, 2023, and to any Louisiana UCC forms revised prior to 2010. If you have any questions or concerns about this change, please call the Secretary of State's UCC department at 225.925.4701.

UCC Forms

Note: Current standard forms are available below for your convenience.

- [UCC-1 Financing Statement \(Louisiana Version\)](#)
- [UCC-1 Financing Statement \(National Version\)](#)
- [UCC-1AD Financing Statement Addendum](#)
- [UCC-1AP Financing Statement Additional Parties](#)
- [UCC-3 Financing Statement Amendment \(Louisiana Version\)](#)
- [UCC-3 Financing Statement Amendment \(National Version\)](#)
- [UCC-3AD Financing Statement Amendment Addendum](#)
- [UCC-3AP Financing Statement Amendment Additional Parties](#)
- [UCC-5 Information Statement](#)
- [UCC-11 Information Request](#)

Note: The following forms are to be used strictly for filing pursuant to the USDA Food Security Act - Central Registry Program. These are dual purpose forms. Completing these forms in their entirety will both perfect your security interest and protect the filing from buyers of farm products.

- [UCC-1F Financing Statement](#)
- [UCC-3F Financing Statement Amendment](#)

UCC Fee Schedule

Note: All filing fees must be made payable to the filing office (one of the 64 Clerks of Court) with whom you are filing your UCC financing statement. Do not send your filing or your filing fee to the Secretary of State's Office.

UCC-1 (one debtor) Fees reflected below include a \$5 prepaid termination fee

Financing Statement	\$30
Financing Statement with Assignment	\$35
Financing Statement relative to "as extracted collateral" or fixture filing	\$40
Financing Statement (Transmitting Utility)	\$205
Financing Statement (Transmitting Utility and fixture filing)	\$215

Financing Statement (Public Finance Transaction)	\$105
Financing Statement (Public Finance Transaction and fixture filing)	\$115
Attachments	\$2 each
Additional Debtor Names	\$10 each
Non-standard* Form Fee	\$15
*Anything other than the National Financing Statement forms or the Louisiana Financing Statement forms	
UCC-3 (one debtor)	
Amendment	\$25
Continuation	\$25
Assignment	\$25
Master Assignment/Amendment	\$5 per
Termination (\$5 per debtor name paid at time of original filing)	N/A
Additional debtors named on original	\$5 each
UCC-5	
Information Statement	\$25
UCC-11 Search	
UCC Certificate* (per debtor name)	\$30
Copies of documents	\$2 per page
Certification of copies	\$5 each
*Additional \$1 for each listing more than ten	
UCC-1F and UCC-3F Central Registry Filings	
UCC and Crop filing	\$35*
Crop filing	\$20*
Amendments, Continuations, Assignments	\$20*
*These are flat fees. No additional charges are assessed for additional debtors and/or attachments.	

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Louisiana Secretary of State

Nancy Landry

FREQUENTLY ASKED QUESTIONS

Where do I file an UCC-1 original financing statement in your state?

In Louisiana, you may file an Original Financing Statement (UCC-1) with any of our 64 Parish filing offices. The Secretary of State's Office manages and maintains a statewide database and all 64 filing officers have access to this system. Regardless of where you choose to file your UCC-1 it is transmitted as a statewide effective filing.

How should I provide debtor information?

Be very careful when providing debtor information. The way it is provided by the filer is exactly how it will be indexed into the UCC statewide database and will affect search results. If you wish to index more than one debtor name be sure to provide the information as two separate debtors.

What information is required to make my UCC-1 legally sufficient?

Louisiana R.S. 10:9-502 provides the following:

a) Sufficiency of financing statement:

- provide the name of the debtor
- provides the name of the secured party or a representative of the secured party
- indicates the collateral covered by the financing statement

b) Real-property-related financing statement:

- satisfy subsection (a)
- indicate that it covers this type of collateral
- provide a description of the real property to which the collateral is related sufficient to cause the mortgage to be effective against third persons if the description were contained in a mortgage of real property files for registry
- if the debtor does not have an interest of record in the real property, provide the name of a record owner against third persons if the description were contained in a mortgage of real property files for registry

What are reasons for rejection for a UCC-1?

Louisiana R.S. 10:9-516 provides many reasons for rejection of a UCC-1 financing statement; however, the 64 filing officers will consistently reject for:

- the record is not communicated by a method or medium of communication authorized by the filing office
- an amount equal to or greater than the applicable filing fee is not tendered
- the record does not provide a name for the debtor
- the record does not provide a last name for the debtor
- the record does not provide a name for the secured party
- in the case of an assignment reflect in an initial financing statement, the record does not provide a name for the assignee

What are the fees for filing a UCC-1?

The filing fee for filing a UCC-1 is \$30. This is for one debtor and includes a \$5 termination fee which is paid at the time the original financing statement is filed. Additional fees include: \$10 for each additional debtor listed; and a \$15 nonstandard fee if you file on any form other than the Louisiana approved form and the National Approved UCC Form. Please see [Get Forms & Fee Schedule](#) for possible additional charges.

Can I use another state's form when filing?

The filing officers will accept filings on forms other than the Louisiana Approved Forms (UCC-1 and/or UCC-3) or the National Approved Forms; however, an additional \$15 nonstandard fee will be assessed.

I received a Confirmation of Filing. What is it and what should I do with it?

This confirmation of filing which is generated by the Secretary of State's Office allows the secured party to see the information that was actually entered by the 64 parish filing officers into the statewide database. You should carefully check the information for accuracy and contact the parish where you presented your filing if there is a discrepancy.

Where do I file a subsequent filing in your state?

Louisiana law provides that a UCC-3 subsequent filing shall be filed in the parish where the original financing statement to which it relates was filed. The parish of filing can be determined by the two digits preceding the file number.

What are the filing fees for a UCC-3?

The basic filing fee for a UCC-3 is \$25, with the exception of a termination filing which is \$5 and prepaid at the time the original is filed. Please see [Get Forms & Fee Schedule](#) for possible additional charges.

What are the reasons for rejection of a UCC-3?

- does not identify the initial financing statement to which it relates
- identifies an initial financing statement for which effectiveness has lapsed
- in the case of a continuation, failure to file within the six-month window prior to lapse in the case of an assignment, failure to provide a name for the assignee
- in the case of an amendment which adds an individual debtor, failure to provide the last name for the debtor
- in the case of an amendment adding a new secured party, failure to provide a name for the secured party
- not presented for filing in the parish where the original financing statement was filed

How do I file a release?

Revised Article 9 provides for the filing of an amendment of collateral. If you are using the National Standard Financing Statement Form or the newly revised Louisiana Approved Form, you would check Box 8. Amendment (Collateral Change) and complete the description of the collateral.

How do I conduct a lien search in your state?

You must contact any of the 64 Parish filing offices. They have access into the statewide UCC database and will reflect statewide lien information for the debtor. The Secretary of State's Office does not provide searches.

What can I expect from my search?

Louisiana has adopted the standard search logic as recommended by the International Association of Corporate Administrators (IACA). Search requests on organizational debtor names will reveal liens for an exact debtor name match only. Search requests for individual debtors will reveal liens for:

- an exact debtor name match
- in the case of initials in either the first name and/or middle name fields, a match with any debtor name that begins with that initial or where no name is given in that field

When Louisiana first adopted the Uniform Commercial Code in 1990, the law required that a taxpayer identification number be included for the debtor. Revised Article 9 with an implementation date of July 1, 2001 does not provide for the taxpayer identification number; however, when searching the UCC database, particularly on individual debtors, it may be helpful to use the taxpayer identification number as an additional identifier for your debtor (please remember that only those filings filed prior to 7/1/01 will be reflected). If you choose to search using the taxpayer identification with the debtor name your results will be as follows:

- that exact debtor name where no taxpayer identification number was provided on the original filing;
- that exact taxpayer identification number regardless of debtor name; and
- exact debtor name and taxpayer identification number.



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SMALL BIZ PROTECTION



The Small Business Protection Act, Act 204 of the 2019 Regular Louisiana Legislative Session, requires the secretary of state to post information about proposed state rules that may affect small businesses on its website and to notify interested parties when the rule information is posted.

To subscribe to receive notifications please use our [registration form](#).

Proposed State Rules and Regulations that May Affect Your Business

File Name	Modified
2024-10 DHH Ambulatory Surgical Center Licensing Standards.pdf	10/15/2024
2024-10 DHH Free-Standing Birth Centers Licensing Standards.pdf	10/15/2024
2024-10 DHH Standards Section.pdf	10/15/2024
2024-09 DOH Licensed Professional Counselors Board of Examiners (1).pdf	9/19/2024
2024-09 DOH Licensed Professional Counselors Board of Examiners (2).pdf	9/19/2024
2024-08 DWF Wildlife & Fisheries Commission.pdf	8/14/2024
2024-07 No Notices of Intent	7/11/2024
2024-06 DNR Office of Conservation.pdf	6/14/2024
2024-06 DOH Louisiana State Board of Nursing.pdf	6/14/2024
2024-06 DWF Wildlife and Fisheries Commission (2).pdf	6/14/2024

Potpourri Notices

File Name	Modified
2024-10 No Potpourri Notices	10/15/2024
2024-09 No Potpourri Notices	9/19/2024
2024-08 No Potpourri Notices	8/14/2024
2024-07 No Potpourri Notices	7/11/2024
2024-06 No Potpourri Notices	6/14/2024

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BENEFICIAL OWNERSHIP REPORTING (CORPORATE TRANSPARENCY ACT)

The Corporate Transparency Act (CTA) was enacted by Congress on January 1, 2021, as part of the National Defense Authorization Act. The CTA establishes a beneficial ownership reporting requirement for corporations, limited liability companies, and other similar entities formed or registered to do business in the United States. The beneficial ownership reports must be filed with the Financial Crimes Enforcement Network (FinCEN), a bureau within the U. S. Department of Treasury.

This reporting is a federal requirement, not a Louisiana requirement. As such, those who are required to file a report must do so at fincen.gov/boi. Any further questions about reporting requirements should be directed to FinCEN.

Note: Beware of potential scam websites and mailers!

This new filing requirement is likely to result in scam websites or organizations attempting to trick internet users and business owners to enter their beneficial ownership information into a scam website. They may lure users through many communication channels, such as social media, email, and text messaging. Search results are sometimes manipulated through search engine optimization methods, leading to malicious sites appearing in top positions. Remember, there is no fee associated with this filing. When reviewing suspicious mailers or websites, beware of the phrase "acting as a paid preparer." This could indicate that the mailer or website is from a private entity and not a state or federal agency.

Reporting companies **should not** report beneficial ownership information to any organization except for FinCEN. Websites are often set up to spoof a legitimate site. This is done by using a domain name that looks or sounds like legitimate site addresses. For example, instead of [IRS.gov](https://irs.gov), a spoof site might use [IRS.com](https://irs.com) or [IRS.org](https://irs.org). When submitting the report to FinCEN, be sure to go to the online filing system on [United States Department of the Treasury Financial Crimes Enforcement Network | FinCEN.gov](https://www.fincen.gov).

- ▶ **When does the CTA take effect?**
- ▶ **When is the initial beneficial ownership information (BOI) report required to be filed with FinCEN?**
- ▶ **Who is required to report beneficial ownership information ("BOI")?**
- ▶ **Who is exempt from reporting requirements?**
- ▶ **A "large operating company" is exempt from reporting requirements. What is considered a "large operating company"?**
- ▶ **A tax-exempt entity is exempt from reporting with FinCEN, but what if the entity loses its tax-exemption or a new nonprofit entity does not receive the tax-exempt status from the IRS within 90 days of forming with the secretary of state or similar office?**
- ▶ **What information must be reported to FinCEN?**
- ▶ **What is an acceptable identification document?**
- ▶ **Who is a beneficial owner of a reporting company?**
- ▶ **Are there any exceptions to the definition of "beneficial owner?"**
- ▶ **Who is a company applicant of a reporting company?**
- ▶ **Is there a fee for submitting the beneficial ownership report to FinCEN?**
- ▶ **How are BOI reports submitted to FinCEN?**
- ▶ **Will the Louisiana Department of State collect beneficial ownership information?**

- ▶ **Who will have access to reported beneficial ownership information and for what purpose?**
- ▶ **Is a reporting company required to update information with FinCEN if beneficial ownership information changes?**
- ▶ **Is a reporting company required to notify FinCEN if information on a BOI report was inaccurate?**
- ▶ **If a reporting company files an initial report, but subsequently becomes eligible for an exemption do they have to notify FinCEN?**
- ▶ **Is this an annual reporting requirement?**
- ▶ **What is a FinCEN Identifier? How can a FinCEN Identifier be obtained?**
- ▶ **How does an individual update or correct information from the FinCEN Identifier application?**
- ▶ **How does a reporting company update or correct information from the FinCEN Identifier application?**
- ▶ **Will evidence be provided when a report is filed?**
- ▶ **What happens if a reporting company fails to report beneficial ownership information?**
- ▶ **Where can I get more information on this topic?**
- ▶ **Who do I contact if I have additional questions?**

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Legal Services

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225.932.5317 fax

UCC

225.925.4701
225.922.1193
225.932.5318 fax

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225.925.4704
225.932.5319 fax

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