



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

Instruction Sheet for Articles of Incorporation for Domestic Nonprofit Corporation
Form DNP-1, Version 2, January 2012.

Use this instruction to draft articles of incorporation for your corporation; or use the fillable Articles of Incorporation on page 2. This will establish your new Nonprofit Corporation in the District of Columbia.

ENTITY TYPE	FILING FEE
Domestic Nonprofit Corporation	Refer to Corporate Fee Schedule posted online.

The following information is required for articles of incorporation.

1. Corporation name.
2. State whether the corporation will have members.
3. State that the corporation is incorporated as a nonprofit corporation under Title 29 Chapter 4.
4. Registered Agent's name and address in the District Columbia. (review Registered Agent Combined Form for more information)
5. Incorporators names and address; each Incorporator must sign and date the articles.

The following information is not required for articles of incorporation but may be included. (use miscellaneous provision section)

- (1) The names of the individuals who are to serve as the initial directors;
- (2) Provisions creating one or more designated bodies;
- (3) The names of the initial members of a designated body;
- (4) The names of the initial members, if any;
- (5) Provisions not inconsistent with law regarding:
 - (A) The purpose or purposes for which the nonprofit corporation is organized;
 - (B) Managing the business and regulating the affairs of the corporation;
 - (C) Defining, limiting, and regulating the powers of the corporation, its board of directors, any designated body, and the members, if any;
 - (D) The characteristics, qualifications, rights, limitations, and obligations attaching to each or any class of members; or
 - (E) The distribution of assets on dissolution;
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- (E) The distribution of assets on dissolution;
- (7) A provision permitting or making obligatory indemnification of a director for liability, as defined in § 29-406.50, to any person for any action taken, or any failure to take any action, as a director;
- (8) Provisions required if the corporation is to be exempt from taxation under federal, state, or local law.

Mail all forms and required payment to:

Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400

Corporate Online Services Information:

Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <https://corp.dkra.dc.gov>, create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."

