



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

**Foreign Registration Statement Form FN-1, Version 1, January 2012.**

Use this form to register your foreign filing entity to conduct business in the District of Columbia. Review instruction sheet before completing this form.

ENTITY TYPE	FILING FEE
Foreign Filing Entity	Refer to Corporate Fee Schedule posted online

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act), the foreign filing entity listed below hereby applies for a Certificate of Registration to transact business in the District of Columbia, and for that purpose submits the statement below.**

1. Entity Name.

2. Entity Type.

3. Entity's Alternate Name (if true legal name is not available)

4. Organized under the laws of which state or country.

5. Date of Organization.

6. Date entity started or will start transacting business in the District of Columbia.

7. Principal Address.

8. Registered Agent's name and address of registered office in District of Columbia.

9. Briefly describe the proposed activity company will transact in the District of Columbia.

10. List the name of at least one governor. (may attach the statement)

TITLE	NAME	ADDRESS

11. Attach an original Certificate of Good Standing (Certificate of Existence) from Registration Authority in the State/Country of Incorporation that is not over 90 days old.

If you sign this form you agree that anyone who makes a false statement can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405;

12. Name of the Governor or Authorized Person:

12A. Signature of the Governor or Authorized Person & Date.

<b>Mail all forms and required payment to:</b> Department of Consumer and Regulatory Affairs Corporations Division PO Box 92300 Washington, DC 20090 Phone: (202) 442-4400	<b>Corporate Online Services Information:</b> Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <a href="https://corp.dkra.dc.gov">https://corp.dkra.dc.gov</a> , create a profile, access the online services main page and proceed. Online filers must pay by using a credit card.
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Please check [dcra.dc.gov](http://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 Registration."



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**Instruction Sheet For Foreign Registration Statement Form FN-1, Version 1, January 2012.**

Use this form to register foreign filing entity in the District of Columbia.

Foreign filing entity includes nonprofit and for-profit corporation, limited liability company, limited partnership, limited liability partnership, general cooperative association, limited cooperative association, statutory trust and general partnership.

This process gives authority of the foreign filing entity to conduct business within the District of Columbia, but does not license the entity's activity, issue the permit or register for taxation purposes.

**It is your responsibility to ensure compliance in those areas.**

Application Step-By-Step Instructions:

Item 1. Provide the entity name as it appears on the records of the state/country of formation (domicile).

Item 2. Provide the entity type.

Item 3. Provide the entity's alternate name; this option shall only be used if entity's true name is not distinguishable on the records from the name of another registered entity or if entity is missing the appropriate corporate qualifier; entity may adopt alternate name or adopt its entity name, with the addition of its jurisdiction of formation clearly identified.

Item 4. Provide the name of the state/country of formation.

Item 5. Provide the date of organization.

Item 6. Date entity started or will start transacting business in the District of Columbia;

A-if entity has not started conducting business, you may indicate the following - upon registration;

B-if entity commenced its business previously, it may be liable for back reports and back fees;

**Special Note:** It is imperative for foreign filing entity that conducted business previously to contact division for exact fees and instructions to avoid application rejection for deficiency;

Item 7. Provide the address of the company in the state/country where it is organized; if no address is maintained in the state/country of formation then provide the entity's main address.

Item 8. Provide the Registered Agent's name and address in the District of Columbia.

Item 9. Briefly describe the proposed activity company will transact in the District of Columbia.

Item 10. List the name of at least one governor (Manager, Member, Officer, Partner, etc.) of the entity.

Item 11. Attach an original Certificate of Good Standing (Certificate of Existence) from Registration Authority in the State/Country of Incorporation that is not over 90 days old.

Item 12. Provide the name of the Governor or Authorized Person signing this form.

Item 12A. Provide the signature of the Governor or Authorized Person and date of filing.

**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.dca.dc.gov>, create a profile, access the online services main page and proceed. Online filers must pay by using a credit card.

Please check [dca.dc.gov](http://dca.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 Registration."