



**State of Rhode Island and Providence Plantations
Department of State - Business Services Division**

148 W. River Street, Providence, Rhode Island 02904-2615

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Procedure to Reinstate a Non-Profit Corporation after Ten Years

If a non-profit corporation's Certificate of Incorporation has been revoked for more than ten years, a bill for the purpose of reinstating the corporation may be introduced by a member of the General Assembly. Please review the following steps to reinstate the corporation.

How to start the process:

1. Contact a senator or representative to introduce a bill. Information regarding members of the Rhode Island General Assembly can be found through the [Government Directory](#). If the General Assembly is not in session, you may petition the Superior Court. Please contact our office for specific filing instructions.
2. Call or visit the Division of Business Services to obtain the necessary forms required to be filed and have the reinstatement penalty fees calculated.
3. Non-profit corporations that have been revoked for more than one year may lose the right to their name. To determine whether or not the corporation's name is still available for use in this state, you may use the [Corporate Database](#). If the name is no longer available, the withdrawal of the Certificate of Revocation will require the filing of a name change amendment.

How to complete the process:

1. Once the bill has passed, obtain a copy of the bill from the Department of State's Public Information Division by contacting them by telephone at (401) 222-3983 or by email at publicinfo@sos.ri.gov. A copy of the passed legislation or Court Order must be submitted as part of the reinstatement filing. Reinstatement bills expire on December 31 of the year the bill was enacted.
2. Complete and remit the documents the corporation failed to file, along with the appropriate filing fees.
3. Submit a penalty fee in the amount of \$25.00 for each year or part thereof that has elapsed since the issuance of the Certificate of Revocation.

How to pay the filing fee:

The filing fee is payable either in person via cash, credit card, or check at the Business Services Division, or by mail to the Business Services Division via check made payable to the R.I. Department of State.

How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#)
- Enter the name or ID number of your entity and click "Search"
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "Files" to view and print the record
- Filing rejections can be viewed [here](#), via the Rejected Filings Viewer on our website.

Upon filing the required documents and paying all fees, the Department of State shall withdraw the Certificate of Revocation and retroactively reinstate the non-profit corporation in good standing as if its Certificate of Incorporation had not been revoked.

If your non-profit corporation has obtained a tax exempt status from the IRS, reinstatement is a good time to verify that the entity's tax exempt status is still active. You can verify your IRS status at [EO Select Check](#).

If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email corporations@sos.ri.gov.