



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

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## Procedure to Reinstate a Non-Profit Business Corporation within Ten Years

Within ten years after the issuance of a Certificate of Revocation pursuant to RIGL [7-6-56](#) and [7-6-85](#), the Department of State may withdraw such Certificate of Revocation. Please review the following steps to reinstate the corporation.

### How to start the process:

1. Call or visit the Division of Business Services to obtain the necessary forms required to be filed and have the reinstatement penalty fees calculated.
2. Non-profit corporations that have been revoked for more than one year may lose the right to their name.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. Complete and remit the documents the corporation failed to file, along with the appropriate filing fees.
2. 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 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](mailto:corporations@sos.ri.gov).**