



Instructions for Filing Certificate of Correction for a Limited Liability Company

[Section 7-16-13](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

This legal document should be typed. All illegible documents will be REJECTED.

How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#).
2. List the name of the limited liability company. The entity name can be verified through our [Corporate Database](#).
3. State the document that needs to be corrected.
4. List the name(s) of the individual(s) that signed the document being corrected.
5. List the date the document being corrected was filed.
6. List the typographical error, error of transcription or other technical error, or the defect in the execution of the document.
7. State the corrected portion of the document.
8. The entity has paid all fees and taxes.
9. An Authorized Person **MUST** sign and date the form.

How to pay the filing fee:

The filing fee is \$50, payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

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 "View PDF" to view and print the record

How to maintain your status:

The limited liability company is responsible for filing an annual report each calendar year, excluding the year of organization, between September 1 and November 1. A courtesy reminder will be mailed to the resident agent prior to September 1 of each year. Be sure to follow up with your resident agent concerning filing this report. Failure to file an annual report or maintain a resident agent/office will result in the revocation of the Certificate of Organization pursuant to RIGL [7-16-41](#).

Every entity registered with the RI Department of State - Business Services Division may have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing, please visit our [website](#) for further information.



Certificate of Correction

Limited Liability Company

→ Filing Fee: \$50.00

STAMP

FOR SECRETARY OF STATE USE ONLY

Pursuant to the provisions of RIGL [7-16-13](#) the undersigned limited liability company hereby submits the following Certificate of Correction:



1. Entity ID Number:	2. The name of the limited liability company is:
3. The document to be corrected is:	
4. The name of the individual(s) who signed the document being corrected is:	
5. The date the document being corrected was originally filed on:	
6. The typographical error, error of transcription or other technical error, or the defect in the execution of the document is:	
Check the box to indicate an attachment	
7. The new corrected portion of the document states as follows:	
Check the box to indicate an attachment	
8. As required by RIGL 7-16-67 , the entity has paid all fees and taxes.	

MAIL TO:

Division of Business Services

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

Phone: (401) 222-3040

Website: www.sos.ri.gov

STAMP

FOR SECRETARY OF STATE USE ONLY

<i>Under penalty of perjury, I declare and affirm that I have examined this Certificate of Correction, including any accompanying attachments, and that all statements contained herein are true and correct.</i>	
Type or Print Name of Limited Liability Company	Date
Signature of Authorized Person	



Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. All fields are REQUIRED.

Name:		Date:
Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: