



## Instructions for Filing

### Registration of Limited Liability Partnership

[Section 7-12-56](#) 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. State the name of the limited liability partnership. It must be distinguishable from any name on file with this office. The name must include "limited liability partnership", "l.l.p." or "llp". You may check [name availability](#) on our website; however, this does not ensure the name will still be available upon filing.
2. State the principal office address of the partnership.
3. If the partnership's principal office is not located in this state, list the name of the registered agent of the partnership. The registered agent is an individual or entity that will accept all legal service for this entity. The agent must be a Rhode Island resident or entity qualified to do business in this state. A Rhode Island street address is required, **NOT** a P.O. Box. In addition to all legal service of process, other important correspondence from the State will be sent to this address.
4. List the names and addresses of all the resident partners.
5. State the address where the records of the partnership will be maintained in Rhode Island.
6. Give a brief statement of the business the partnership is engaged in.
7. One (1) or more Partners authorized to execute this application **MUST** sign and date the form.

**NOTE:** The registration shall be effective for **1 year** after the date of filing unless voluntarily withdrawn. A renewal application must be filed during the **60 day** period preceding the expiration date of the application. If a renewal application is not filed during the **60 day** period, then the status of the limited liability partnership will expire. The registered limited liability partnership shall be responsible for filing a renewal application, since the Department of State is not obligated to send notice of expiration.

### How to pay the filing fee:

The filing fee is \$150 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 "Files" to view and print the record

### How to maintain your status:

Every entity registered with the Rhode Island 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.

### Evidence necessary for businesses providing professional services:

The following professionals require evidence of a current application with the appropriate licensing agency prior to filing with the Department of State.

- Engineering (401) 462-9592 [bdp.ri.gov](#)
- Land Surveying (401) 462-9595 [bdp.ri.gov](#)
- Architecture (401) 462-9594 [bdp.ri.gov](#)
- Landscape Architecture (401) 462-9595 [bdp.ri.gov](#)

If the entity is engaged in the practice of law, the applicant must apply for a limited liability entity license from the Rhode Island Supreme Court within 30 days of filing with the Department of State. You may contact the Rhode Island Supreme Court Clerk's Office at (401) 222-3272 or [courts.ri.gov](#).



### Registration of Limited Liability Partnership

#### DOMESTIC Limited Liability Partnership

→ Filing Fee: \$150.00

STAMP

FOR SECRETARY OF STATE USE ONLY

The undersigned, desiring to form, a new limited liability partnership under and by virtue of the powers conferred by RIGL [7-12-56](#), do execute the following Registration of Limited Liability Partnership:



1. The name of the limited liability partnership is:		
2. The address of the principal office is:		
Street Address		
City/Town	State	Zip Code
3. If the partnership's principal office is not located in Rhode Island, the name and address of the initial registered agent/ office in Rhode Island is:		
Agent Name		
Street Address ( <u>NOT</u> a P.O. Box)		
City/Town	State	Zip Code
	<b>RHODE ISLAND</b>	
4. The name and address of all resident partners is:		
NAME	ADDRESS	
Check this box to indicate an attachment		

**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

5. List the place where the business records of the partnership are maintained; or, if more than one location for business records is maintained, list the principal place of business of the partnership:		
Street Address		
City/Town	State	Zip Code
6. A brief statement of the business in which the partnership is engaged in:		
7. This application has been executed by a majority in interest of the partners or by one (1) or more partners authorized to execute an application.		
<i>Under penalty of perjury, I/we declare and affirm that I/we have examined this Certificate of Limited Liability Partnership, including any accompanying attachments, and that all statements contained herein are true and correct.</i>		
Type or Print Name of Partner		Date
Signature of Resident Partner		
Type or Print Name of Partner		Date
Signature of Resident Partner		
Type or Print Name of Partner		Date
Signature of Resident Partner		

**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).**



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