



# The North Carolina State Bar

## **Registration and Incorporation of a Professional Corporation or a Professional Association** *Application processing time is 3-5 business days from date of receipt.*

**Before** filing Articles of Incorporation with the NC Secretary of State (NC SOS,) you must register a professional corporation (PC) or professional association (PA) with the North Carolina State Bar. The following documents and fees must be submitted to register a PC or PA with the NC State Bar:

- (1) The original NC State Bar Application for Certificate of Registration, attached.
- (2) One copy of the completed Articles of Incorporation (please retain the original for filing with the NC SOS). You can find NC SOS Articles of Incorporation (Form PC-05) on their website: [https://www.sosnc.gov/forms/by\\_title/Business\\_Registration\\_Business\\_Entities\\_Common](https://www.sosnc.gov/forms/by_title/Business_Registration_Business_Entities_Common)
- (3) \$50.00 check or money order payable to NC State Bar. Fee is non-refundable upon processing of application.

Mail the above to: NC State Bar

Membership Department  
Attn: Phillip McWilliams  
P.O. Box 26088  
Raleigh, NC 27611

or FedEx: NC State Bar

Membership Department  
Attn: Phillip McWilliams  
217 E. Edenton Street  
Raleigh, NC 27601

If there is any impediment to approving the registration, you will be advised of the problem and given an opportunity to correct it.

If the registration is approved, we will email the Certification of Registration to you. A copy of the certification must be submitted along with your articles of incorporation to the NC SOS. Detailed instructions will be included with the email for filing online through the NC SOS website.

The NC SOS will return the filed/date-stamped articles to you via mail or email. Upon receipt, please email the filed articles to [pmcwilliams@ncbar.gov](mailto:pmcwilliams@ncbar.gov) to receive your Certificate of Registration via email. You must renew your Certificate of Registration annually through your NC State Bar portal. You will receive an email notice when it is time to renew.

If you have any questions, please contact Phillip McWilliams at 919-828-4620, ext. 225 or email at [pmcwilliams@ncbar.gov](mailto:pmcwilliams@ncbar.gov).

**\*\*Please Note: If your firm maintains offices in NC and one or more jurisdictions outside NC, and if any non-NC licensed attorney practices on behalf of your firm in state court matters in their home state, your firm must register as an Interstate/International Law Firm.**

# Application for Certificate of Registration for a Professional Corporation/Professional Association<sup>1</sup>

The undersigned, being all of the incorporators of \_\_\_\_\_  
(Please include business designation in the name of the firm,) a professional corporation ("PC") to be incorporated under the law of the state of North Carolina for the purpose of practicing law, hereby certify to the Council of the North Carolina State Bar:

1. At least one person who is an incorporator, at least one person who will be an original officer, and at least one person who will be an original director (one person may fill all of these roles,) and all persons who, to the best knowledge and belief of the undersigned, will be original shareholders and/or employees who will practice law for said PC in North Carolina are duly licensed to practice law in the State of North Carolina. The contact information of such persons are (attach additional sheets as necessary):

Name and Position:

(incorporator, officer, director,  
shareholder, employee)

NC Bar ID Number:

Phone:

Email:

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Firm Address:

City:

State:

Zip Code:

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2. Each original shareholder who is not licensed to practice law in North Carolina but who will perform services on behalf of the PC in another jurisdiction in which the PC maintain an office is duly licensed to practice law in that jurisdiction. The names, addresses and license information of each such person are (type N/A if not applicable):

Name:

Address:

Jurisdiction of  
Licensure:

License  
Number:

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<sup>1</sup> "Professional Corporation" ("PC") is used throughout this document to refer to both professional associations and professional corporations.

3. The jurisdictions other than North Carolina in which the PC will maintain an office are<sup>2</sup> (Type N/A if not applicable):

Name of Jurisdiction

Address of Office(s)

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4. The undersigned represent that the PC will be conducted in compliance with The Professional Corporations Act and with the North Carolina State Bar's Regulations from Professional Corporations and Professional Limited Liability Companies Practicing Law (27 N.C.A.C. Chapter 1E § .0100)
5. Application is hereby made for a Certificate of Registration to be effective upon the effective date of the PC's articles of incorporation after said articles are filed with the NC Secretary of State.
6. Attached hereto is the registration fee of fifty dollars (\$50.00.)

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Incorporator

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Incorporator

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Incorporator

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Incorporator

(Signatures of all incorporators)

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<sup>2</sup> If the PC will maintain an office in another jurisdiction, contact the NC State Bar Membership Department (919-828-4620) to determine whether the PC must also register as an Interstate/International Law Firm.