



The North Carolina State Bar

Interstate/International Law Firm: Documents Required to Amend Certificate of Authority (Issued by NC Secretary of State)

Revised: 3/22/18

The following documents must be submitted to the North Carolina State Bar and then to the NC Secretary of State to amend a Certificate of Authority* to transact business in NC (e.g., to change the firm name or responsible NC attorney, etc.) for an interstate/international law firm:

- (1) A copy of the Application for Amended Certificate of Authority to be filed with the NC Secretary of State. (Forms can be found at sosnc.gov/forms Form PC-03 for a PC; Form PLLC-03 for a PLLC; Form LLP-03 for an LLP.)
- (2) *A certified copy of the Amended Certificate of Existence from the state where the professional organization was originally formed (the “originating state”).

Mail the above to:

NC State Bar
Membership Department
Attn: Phillip McWilliams
PO Box 26088
Raleigh, NC 27611

Or email to Phillip McWilliams at pmcwilliams@ncbar.gov.

If approved, the NC State Bar will send you an original non-objection letter and original Certificate of Registration (and copies for your records). If there is any impediment to approving the amendment, you will be advised of the problem and given an opportunity to correct it.

Submit the following to the NC Secretary of State Corporations Division to obtain an amended Certificate of Authority to transact business:

- 1) The original Certificate of Registration;
- 2) The original non-objection letter;
- 3) The original Application for Amended Certificate of Authority;
- 4) The certified Amended Certificate of Existence from the originating state; and
- 5) Any applicable fees.

Contact the Secretary of State’s office for more information 919-807-2225.

***If the interstate/international law firm does not have a Certificate of Authority to transact business in NC (because it does not maintain an office in NC), complete only step (2) above.**

If you have any questions, please call Phillip McWilliams at 919-828-4620, ext. 225.