



The North Carolina State Bar

Registration and Incorporation of a Professional Association or a Professional Corporation Dual Licensure Interstate/International Law Firm*

**Applicant who is an NC lawyer seeking to incorporate a solo practice but holds a license and maintains an office in another jurisdiction as a sole practitioner should register as a Dual Licensure Interstate/International Law Firm.*

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

- (1) The original NC State Bar Application for Certificate of Registration (attached.) Please note that the application must be notarized.
- (2) One copy of the Articles of Incorporation (Form PC-01.) Please retain the original for filing with the NC SOS.

Form PC-01 can be found on the NC SOS's website:

[https://www.sosnc.gov/forms/by_title/ Business Registration Business Entities Common](https://www.sosnc.gov/forms/by_title/Business%20Registration%20Business%20Entities%20Common)

- (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

Name of the Firm: Pursuant to 27 N.C.A.C. Chapter 1E § .0102(a), the name of the firm must include the owner's full or surname and no additional wording other than the very basic type of service being rendered (e.g "John Doe Law," "Doe Law Firm," "Jane Doe Legal," "The Law Office(s) of Jane Doe.") Firm names may not include any legal specializations, nor any city/state locations.

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 of incorporation to you via mail or email. Upon receipt, please email the filed articles of incorporation to pmcwilliams@ncbar.gov to receive your Certificate of Registration. 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, or if your firm hires a non-NC licensed attorney, please contact Phillip McWilliams at 919-828-4620, ext. 225 or email at 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 Association¹
Dual Licensure Interstate/International Law Firm***

**Applicant who is an NC lawyer seeking to incorporate a solo practice but holds a license and maintains an office in another jurisdiction as a sole practitioner should register as a Dual Licensure Interstate/International Law Firm.*

The undersigned, being all of the incorporators of _____,
A professional corporation ("PC") to be incorporated under the laws 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, and all person 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 names and addresses of such persons are (attach additional sheets as necessary):

Name and Position (incorporator, officer, director shareholder, employee)	Address	Phone	Email

2. The law firm is incorporated under the laws of the state of _____.

3. The law firm uses the following other name(s) as registered in state of origin:

4. List the addresses of offices located in other jurisdictions:

5. List the names, state(s) of licensure, and license number(s) of each attorney employed by the firm. All attorneys must maintain licensure in North Carolina. (add additional sheet if needed):

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

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

This the _____ day of _____, 20_____.

Incorporator

Incorporator

Incorporator

Incorporator

(Signature of all incorporators)

STATE: _____

_____ COUNTY

I hereby certify that _____, _____,
_____, and _____, being all of the incorporators of
_____, a professional corporation, personally appeared
before me this day and stated that they have read the foregoing Application for Certificate of Registration for a
Professional Corporation and that the statements contained therein are true.

Witness my hand and notarial seal, this _____ day of _____, 20_____.

My commission expires: _____

Notary Public