



## **Withdrawal of a Certificate of Authority Interstate/International Law Firm**

If the interstate/international law firm was required to maintain a Certificate of Authority to Transact Business in North Carolina because it maintained an office in NC, please complete steps 1 and 2 below:

1. File an Application for Certificate of Withdrawal/Cancellation with the NC SOS along with their applicable fee. Complete Form BE-08 for a PA/PC; Form L-14 for a PLLC; Form LLP-04 for an LLP.

Forms can be found on the NC SOS website:

[https://www.sosnc.gov/forms/by\\_title/Business\\_Registration](https://www.sosnc.gov/forms/by_title/Business_Registration).

2. Forward a copy of the file-stamped Certificate of Withdrawal/Cancellation to:

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

Or email the file-stamped certificate to: [pmcwilliams@ncbar.gov](mailto:pmcwilliams@ncbar.gov).

If the interstate/international law firm does not have a Certificate of Authority from the NC SOS, please notify the NC State Bar in writing on firm letterhead (via mail or email) that the firm no longer meets the criteria for registration with the NC State Bar as an interstate/international law firm. This must be done on or before December 31<sup>st</sup> to avoid the renewal fee for the following year.

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

217 E. Edenton Street, Raleigh, NC 27601  
P.O. Box 26088, Raleigh, NC 27611