



State of Utah  
Department of Commerce  
Division of Corporations & Commercial Code  
Certificate of Organization Instructions (Series)

**The form must be computer generated or typewritten.  
There is a non-refundable processing fee of \$59.00 to file the application.**

- 1. Name of Company:** Enter the name of the Limited Liability Company. The name of a limited liability company must contain the words "limited liability company" or "limited company" or the abbreviation "L.L.C.", "LLC", "L.C.", or "LC". "Limited" may be abbreviated as "Ltd.", and "company" may be abbreviated as "Co.". (see [48-3a-108](#) for more information)
- 2. Principal office address (street & mailing):** The primary address at which the company will be located.
- 3. Limitation on liabilities of the series:** Indicate whether or not the series has been established at the time of filing the Certificate of Organization.
- 4. Registered Agent:** The Registered Agent is a business or individual designated to receive service of process when a business entity is a party in a legal action such as a lawsuit or summons. The Division also sends all correspondence to the Registered Agent. A Utah street address is required.

The agent can either be a commercial Registered Agent or a noncommercial Registered Agent. For a commercial Registered Agent, all that will be needed is the agent's name (the commercial Registered Agent's registration number is not required to be listed, but it is helpful).

For a noncommercial Registered Agent, enter the required name and address of the Registered Agent. The Registered Agent can be either a person or a business entity. If the Registered Agent is a business, the business **must** be registered with the Division of Corporations and in good standing. **A company CANNOT serve as its own Registered Agent.**

- 5. Name and signature of Organizer is required:** Provide the name and signature of the company's organizer. (see [48-3a-203](#) for more information)
- 6. Name and Address of Members/Managers (optional):** Provide the name and street address of each of the Limited Liability Company's Managers and/or Members. While not required when filing the Certificate of Organization, at least one Manager, Member or other Governing Person will need to be provided in the annual report delivered to the Division. (see [48-3a-212](#) for more information)
- 7. Duration:** Enter the duration of the business entity (optional).
- 8. Purpose:** Enter the purpose of the business entity (optional).

Under GRAMA {63G-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.