

*State of Idaho*  
**DEPARTMENT OF INSURANCE**

C.L. "BUTCH" OTTER  
Governor

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Phone (208)334-4250  
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Website: <http://www.doi.idaho.gov>

DEAN L. CAMERON  
Director

All entities doing business in Idaho are required to register with the Idaho Secretary of State. They can be reached at 208-334-2300 or online at <http://www.sos.idaho.gov>.

***PLEASE REFER ALL QUESTIONS REGARDING SOS REGISTRATION TO THE IDAHO SECRETARY OF STATE'S OFFICE. DOI staff cannot answer these questions.***

In an attempt to make the process easier for you, we have compiled the following checklist:

**Forms for Residents:**

- LLCs -  
<http://www.sos.idaho.gov/corp/2015/LLC%20Cert%20org%202015%20FILL.pdf>
  - In question #3, please list your DRLP as the Registered Agent.
  - Page 2 of the form contains further instructions regarding this process/filing.
  
- Corporations -  
<http://www.sos.idaho.gov/corp/2015/Art%20of%20Incorp%20General%202015%20FILL.pdf>
  - In article 3, please list your DRLP as the Registered Agent.
  - Page 2 of the form contains further instructions regarding this process/filing.

**Forms for Non-Residents:**

- Corporations and LLCs -  
<http://www.sos.idaho.gov/corp/2015/Foreign%20reg%20statement%202015%20FILL.pdf>
  - In question #8, please list the Idaho Department of Insurance Director Dean L. Cameron as the Registered Agent. The address to include in this section is:
    - 700 W State Fl 3, Boise, ID 83702.
  - Be sure to include a certificate of good standing from your domicile Secretary of State.
  - Page 2 of the form contains further instructions regarding this process/filing.

Your SOS Application should be sent (in duplicate) to the Idaho Secretary of State at 450 N 4<sup>th</sup> St PO BOX 83720 Boise, ID 83720. They will send you a stamped copy of the completed, filed form for your records.

Please e-mail or fax the final stamped copy of your Foreign Registration Statement if you do not have it completed prior to your application. Resident Agencies must be properly registered prior to issuance of the license.