

How to Register a Foreign (Non-Resident) Business Entity with the Idaho Secretary of State

All business entities are required to register with the Idaho Secretary of State. For legal reference see Idaho Title 30 Chapter 21 and Title 41 Chapter 10.

This guide was created by the Department of Insurance for the use of business entities who want to hold an Insurance license. If you have questions concerning the registration process please contact the Idaho Secretary of State at 208-334-2300.

The Idaho Department of Insurance will not license Sole Proprietorships.

Step 1: Go to the Idaho Secretary of State's website: sos.idaho.gov

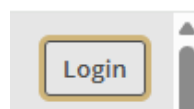
Step 2: Click "Business Services" at the top of the page.



Step 3: Click "Business Forms".



Step 4: Click "Login" in the upper righthand corner of the screen.



Step 5: Enter your information and click "LOGIN".
If you do not have an account you will need to create one (not shown here).

A screenshot of the 'Idaho SOSbiz Login' page. It features a 'Welcome to the New SOSbiz' message, a list of actions for new users (submit registration, file amendments, start notary application, file UCC lien, file trademark), and a 'CREATE AN ACCOUNT' button. To the right is a login form with fields for 'User Email' (example@email.com) and 'Password', and a 'LOGIN' button. Links for 'Get Detailed Instructions' and 'Forgot or Change Password?' are at the bottom.

Step 6: Click the link for the type of being registered.

Foreign Entity Registration



Foreign Registration Statement
(Business Corporation)



Foreign Registration Statement
(Nonprofit Corporation)



Foreign Registration Statement
(Limited Liability Company)



Foreign Registration Statement
(Limited Liability Partnership)



Foreign Registration Statement
(Limited Partnership)



Foreign Registration Statement
(General Partnership)



Foreign Registration Statement
(General Cooperative
Association)



Foreign Registration Statement
(Statutory Trust)

Step 7: Click “FILE ONLINE” in the window that pops up.

FILE ONLINE

Step 8: Click the button in front of the service type you want.

Selected Service Type: *

☐ Standard (filing fee \$100)

☐ Expedited (+\$40; filing fee \$140)

☐ Same Day Service (+\$100; filing fee \$200)

Step 9: Click the button in front of the type of business entity.

Your options will vary depending on what you selected in Step 6

Business Corporation Options

Limited Liability Company Options

Type of Corporation

- ☐ Foreign Business Corporation
- ☐ Foreign Professional Business Corporation
- ☐ Foreign Bank

Type of Limited Liability Company *

- ☐ Foreign Limited Liability Company
- ☐ Foreign Professional Limited Liability Company

The following types skip this step:

- Limited Liability Partnership
- Limited Partnership
- General Partnership
- General Cooperative Association

Step 10: Click the button in front of the answer that applies to the business name you are registering.

Will a previously filed reserved name be used for this filing? If yes, the reserved name you wish to use must be listed in your portal under My Records prior to processing this filing, and will be available to select in a drop down below. *

- ☐ Yes
- ☒ No

Step 11: Enter the business name in BOTH fields.

Note: You must enter the type of corporation you selected in step 9 at the end if one was entered.

Enter the name the business corporation will use in Idaho: *

The name used in Idaho must be distinguishable on the records of the Idaho Secretary of State.

Key the name the business corporation will use in Idaho again to confirm: *

Step 12: Enter the name as it appears on the certificate of good standing from its home state.

The name of the business corporation in its home jurisdiction as shown on the attached certificate of existence/good standing: *

(entity name in home jurisdiction)

Step 13: Click “Next Step”.

Next Step

Step 14: Click the button in front of the applicable answer.

The jurisdiction of formation is: *

☐ United States

☐ Country

☐ Other Jurisdiction

Step 15: Enter the street address of domestic principal office

Address

STE/APT/FL

Attention

City State ZIP Code

Country

Step 16: Enter the mailing address of domestic principal office

Address

STE/APT/FL

Attention

City State ZIP Code

Country

Step 17: Click “Next Step”.

[Previous Step](#) [Next Step](#)

Step 18: Enter the street address of the principal office.

Address

STE/APT/FL

Attention

City State ZIP Code

Country

Step 19: Enter the mailing address of the principal office.

Address

STE/APT/FL

Attention

City State ZIP Code

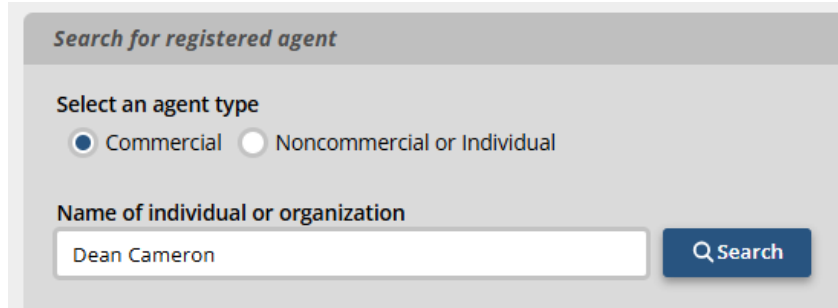
Country

Step 20: Click “Next Step”.

[Previous Step](#) [Next Step](#)

Step 21: Enter Dean Cameron as the Registered Agent and click “Search”.

Note: Non-resident/Foreign entities are required to use the Director as their Registered Agent.



Search for registered agent

Select an agent type

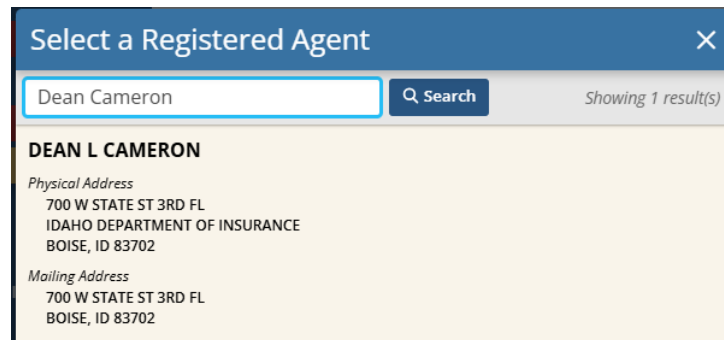
☒ Commercial ☐ Noncommercial or Individual

Name of individual or organization

Dean Cameron

Q Search

Step 22: Click on Dean L Cameron.



Select a Registered Agent

Dean Cameron Q Search Showing 1 result(s)

DEAN L CAMERON

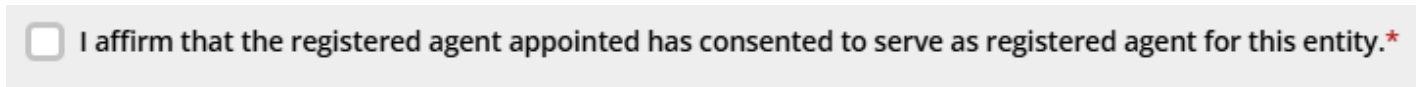
Physical Address

700 W STATE ST 3RD FL
IDAHO DEPARTMENT OF INSURANCE
BOISE, ID 83702

Mailing Address

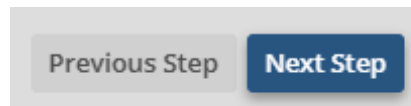
700 W STATE ST 3RD FL
BOISE, ID 83702

Step 23: Click the box in front of the statement.



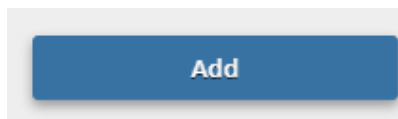
☐ I affirm that the registered agent appointed has consented to serve as registered agent for this entity.*

Step 24: Click “Next Step”.



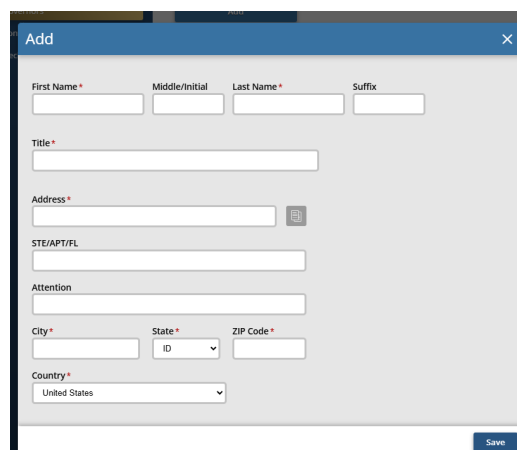
Previous Step Next Step

Step 25: Click “Add”.



Add

Step 26: Enter the requested information and click “Save”. Repeat for any additional people.



Add

First Name * Middle/initial Last Name * Suffix

Title *

Address *

STE/APT/FL

Attention

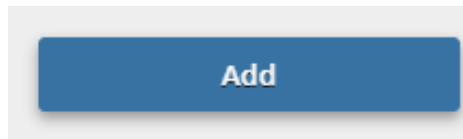
City * State * ZIP Code *

Country *

United States

Save

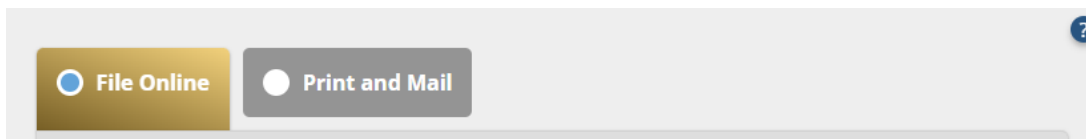
Step 27: Click “Add”.



Step 28: Review the information on this page. Use the navigation buttons at the side to correct any information needing it. When everything is correct, click “Next Step”



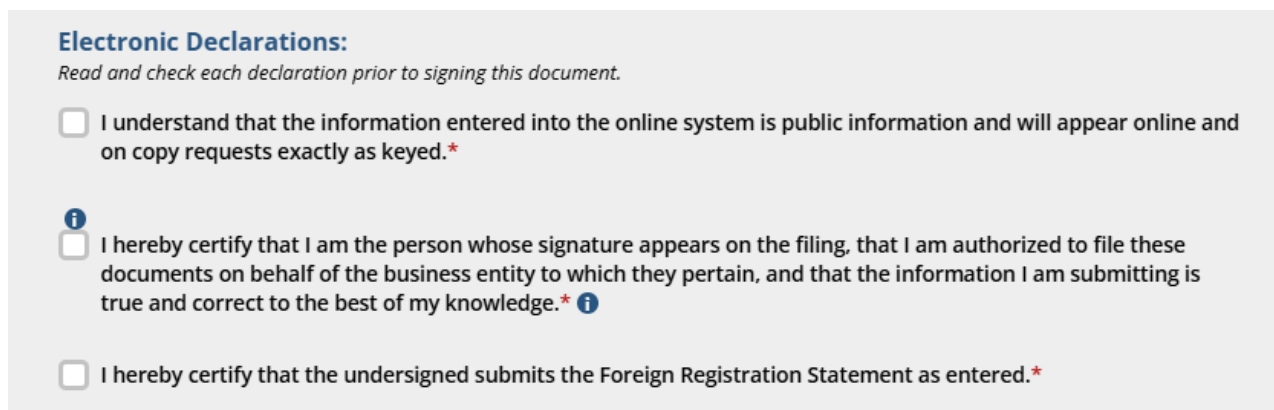
Step 29: Select if you would like to file online or mail it in. Online options are shown in this guide.



Step 30: Drag and drop the file for your Certificate of Existence/Good Standing from the home jurisdiction to the box labeled “Select a file to upload (.pdf)”.



Step 31: Read and check the box next to each declaration.

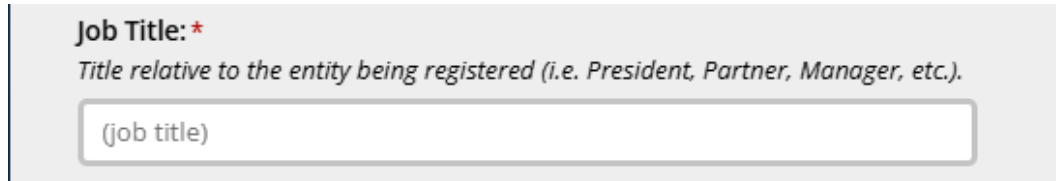


Step 32: Enter your name and the date as requested.



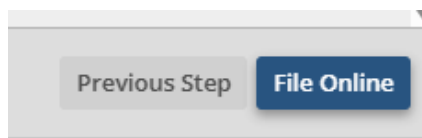
A screenshot of a form with two main sections. The left section is labeled "Signature *" and contains a large, empty white text box. The right section is labeled "Date *" and contains a date input field with the placeholder text "MM/DD/YYYY". To the right of the date field are two buttons: a blue button labeled "Today" and a blue button with a calendar icon and the number "25".

Step 33: Enter your job title.



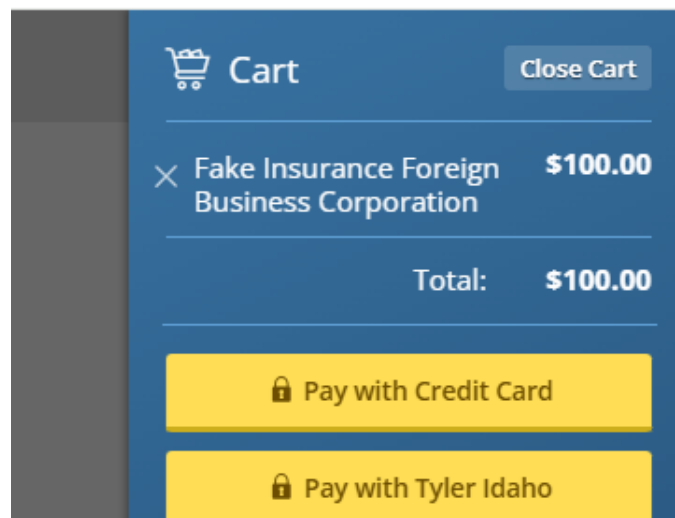
A screenshot of a form section labeled "Job Title: *". Below the label is a line of text: "Title relative to the entity being registered (i.e. President, Partner, Manager, etc.).". Below this text is a large, empty white text box with the placeholder text "(job title)".

Step 34: Click "File Online".



A screenshot of a form section showing two buttons. On the left is a grey button labeled "Previous Step". On the right is a blue button labeled "File Online".

Step 35: Follow the payment instructions that appear on the screens.
We can not show you anything beyond this screen in the guide.



A screenshot of a payment screen. At the top, there is a blue header bar with a shopping cart icon, the word "Cart", and a "Close Cart" button. Below the header, there is a list of items. The first item is "Fake Insurance Foreign Business Corporation" with a price of "\$100.00". Below the list, there is a "Total: \$100.00" label. At the bottom, there are two yellow buttons: "Pay with Credit Card" and "Pay with Tyler Idaho".

Any information, including costs, shown in the this document are subject to change without notice or updates to this document.

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