

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.

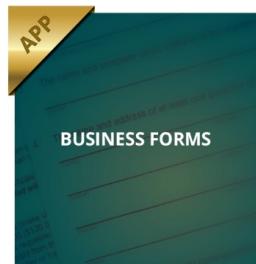
The Idaho Department of Insurance will not license Sole Proprietorships.

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

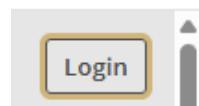
Step 2: Click "Business Services" at the top of the page.



Step 3: Click "Business Forms".

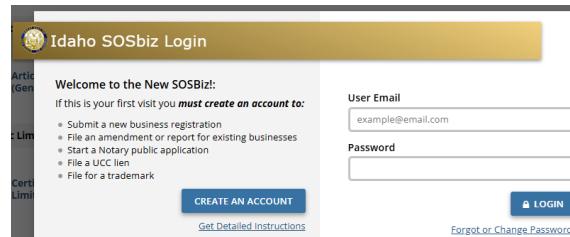


Step 4: Click "Login" in the upper righthand corner of the screen.



Step 5: Enter your information and click "LOGIN".

If you do not have an account you will need to create one (not shown here).



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

Foreign Entity Registration



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

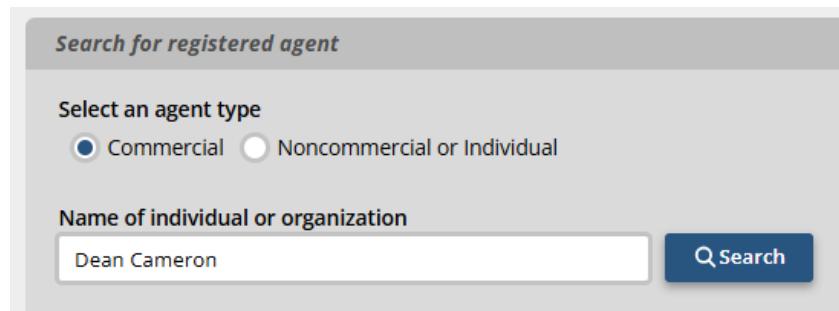
City State ZIP Code
Country

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

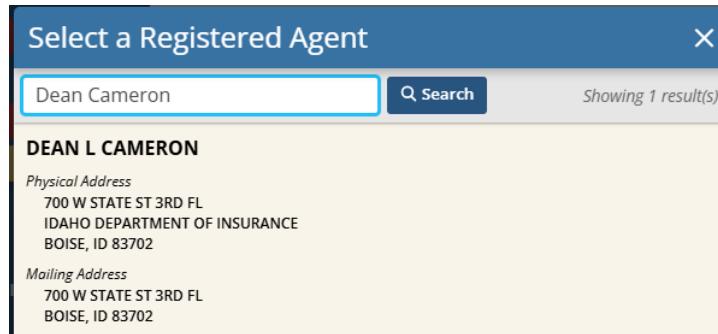
Commercial Noncommercial or Individual

Name of individual or organization

Dean Cameron

Search

Step 22: Click on Dean L Cameron.



Select a Registered Agent

Dean Cameron

Search

Showing 1 result(s)

DEAN L CAMERON

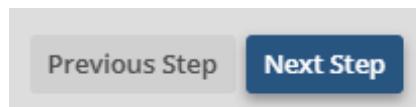
Physical Address
700 W STATE ST 3RD FL
IDAHO DEPARTMENT OF INSURANCE
BOISE, ID 83702

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.*

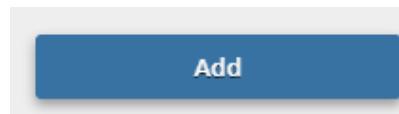
Step 24: Click “Next Step”.



Previous Step

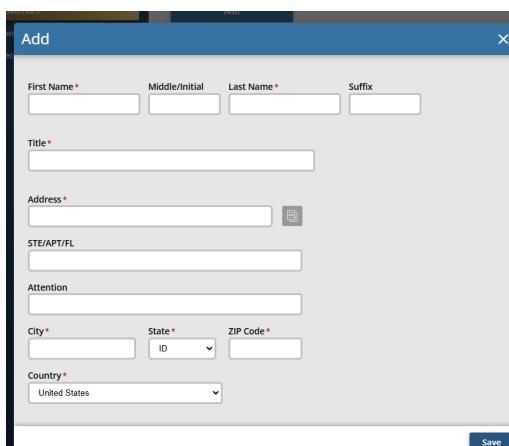
Next Step

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 *

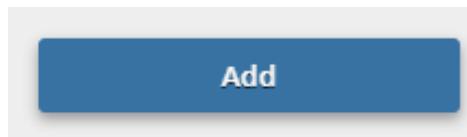
ZIP Code *

Country *

United States

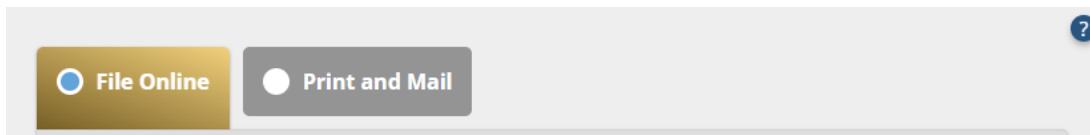
Save

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.

Electronic Declarations:
Read and check each declaration prior to signing this document.

I understand that the information entered into the online system is public information and will appear online and on copy requests exactly as keyed.*

I hereby certify that I am the person whose signature appears on the filing, that I am authorized to file these documents on behalf of the business entity to which they pertain, and that the information I am submitting is true and correct to the best of my knowledge.*

I hereby certify that the undersigned submits the Foreign Registration Statement as entered.*

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

Signature*	Date*
<input type="text"/>	<input type="text"/> MM/DD/YYYY <input type="button" value="Today"/> <input type="button" value="25"/>

Step 33: Enter your job title.

Job Title:*

Title relative to the entity being registered (i.e. President, Partner, Manager, etc.).

Step 34: Click “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.

Cart

Close Cart

× Fake Insurance Foreign Business Corporation \$100.00

Total: \$100.00

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

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