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# (248) Professional Limited Liability Company New Application Checklist

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# General Information

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## Instructions:

1. Complete all information on the Application for a Professional Limited Liability Company registration. Make sure the application bears the same name that appears on the Articles of Organization as filed with the Illinois Secretary of State.
2. Upload a complete copy of the Articles of Organization for PLLC as filed with the Illinois Secretary of State to include a specific purpose clause for the type of professional service being rendered.
3. The registration fee is \$50.00. Fees are not refundable.
4. All Professional Limited Liability Company registrations expire January 1 on a three-year renewal cycle as of 1/1/2019, regardless of the date on which the registration was issued by the Department of Financial and Professional Regulation, Division of Professional Regulation.
5. Please be advised: Due to statute changes in Illinois for LLC, all businesses listed as LLC's providing professional services licensed by the Illinois Department of Financial and Professional Regulation (IDFPR) are now required to register as a Professional Limited Liability Company (PLLC) with the Illinois Secretary of State's Office (ILSOS). The PLLC must also list a specific purpose clause for the type of professional service being provided. Please have your Articles of Organization amended to a PLLC and the purpose clause amended to show your professional service.
6. Go to [https://www.cyberdriveillinois.com/publications/pdf\\_publications/llc525.pdf](https://www.cyberdriveillinois.com/publications/pdf_publications/llc525.pdf) on the ILSOS website for the amendment form. On the form (LLC 5.25), check 3e) and change the term from LLC to PLLC below in the space provided then check 3h) and under additional information state 'the purpose of the company is to provide .....(fill in the professional service being provided).....' Mail with your \$50 check to the Illinois Secretary of State to the address on form (LLC 5.25). (There is no fee to the ILSOS if the original purpose clause was specific to the profession and was not a general statement.)  
  
You will then need to upload a filed copy of your Articles of Amendment to your online application as well as a signed and dated statement to correct your business name to show the PLLC for processing of your application with IDFPR.
7. **\*\*\*If you have a foreign LLC**, go to <https://www.cyberdriveillinois.com/publications/allpubs.html> on the ILSOS website. You will need to complete ILSOS form (LLC 45.5 - Application for Admission to Transact Business) and form (LLC 1.20 Application to Adopt an Assumed Name). LLC 1.20 will need reflect the assumed name ending in PLLC. You will then need to upload a filed copy of LLC 45.5 and LLC 1.20 to your online application on the IDFPR website.

8. \*\*\*If you have a foreign PLLC, go to <https://www.cyberdriveillinois.com/publications/allpubs.html> on the ILSOS website. You will need to complete ILSOS form (LLC 45.5 - Application for Admission to Transact Business). You will then need to upload a filed copy of LLC 45.5 to your online application on the IDFPR website.
9. These requirements apply to an application for licensure with IDFPR and not a renewal of an existing license.

## Statutory Requirements:

1. A Professional Limited Liability Company is a business entity that may be organized to provide professional services by persons licensed by the Department of Financial and Professional Regulation, Division of Professional Regulation, to provide those services.

**Please note:** if the professional limited liability company provides any of the following professional services, all members and managers must be licensed for the same profession including the practice of:

- Dentistry
- Medicine
- Social work
- Clinical professional counseling or professional counseling
- Veterinary
- Clinical psychology
- Marriage and family therapy
- Sex Offender Evaluation and Treatment

2. The company name must end with the words Professional Limited Liability Company or the abbreviation PLLC. The Professional Limited Liability Company registration will be issued in the same name as appears on the Articles of Organization as filed with the Illinois Secretary of State.
3. A separate application must be submitted for each business location in Illinois.
4. If the company is using more than one d/b/a and the address is different than that of the parent company, then a new application is required for each additional d/b/a filed with the Illinois Secretary of State.
5. A member may be a Corporation and must be reported as a member of the PLLC.

## Qualifications/Exemptions:

### Do Not Use this Application If:

- **LAW/LEGAL SERVICES:** The corporation is formed to practice law. Contact the Illinois Supreme Court, Clerk's Office at 217/782-2035 for an application.
- **REAL ESTATE:** The corporation is formed to practice the profession of real estate. After filing your Articles of Organization with the Illinois Secretary of State, you must file a Real Estate Broker LLC Application with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
- **ACCOUNTING:** The corporation provides public accounting services. After filing your Articles of Incorporation with the Illinois Secretary of State, you must file a Public Accounting Firm Application with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
- **DESIGN PROFESSIONAL SERVICES:** The corporation provides architectural, professional engineering, structural engineering and/or land surveying services. After filing your Articles of Incorporation with the Illinois Secretary of State, you must file a Design Firm Application with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
- **DETECTIVE/SECURITY-RELATED SERVICES:** The corporation provides private detective, private alarm, private security, fingerprint vendor, or locksmith services. After filing your Articles of Incorporation with the Illinois Secretary of State, you must file an application for licensure as a Private Detective Agency, Private Alarm Contractor Agency, Private Security Contractor Agency, Fingerprint Vendor Agency, or Locksmith Agency with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.
- **BEAUTY, BARBERING OR COSMETOLOGY SERVICES:** The corporation provides barbering, cosmetology, esthetics, or nail technology services. After filing your Articles of Incorporation with the Illinois Secretary of State, you must file a Salon or Shop Registration with the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation.

## Application Requirements

Application	Requirements	Submitted
Professional Limited Liability Company Online Application	<ol style="list-style-type: none"><li>1. Create a user name, password, and enter your primary email</li><li>2. Enter your Professional Limited Liability Company <b>Business Name</b>. This name should be the same as it appears on the Articles of Organization as filed with the Illinois Secretary of State. Please be sure the <b>Business</b></li></ol>	ONLINE PORTAL

**Name** matches the name found on the Illinois Secretary of State's website by [clicking here](#).

3. Public Address including:
  - Street Address, City, State, Zip, County, Country
  - Business Phone Number
  - Security Questions
4. Mailing Address (***if it is different than your public address***) including:
  - Street Address, City, State, Zip, County, Country
5. Tax Information including:
  - Your federal tax identification number (FEIN)
6. You will be required to provide information on your PLLC organization including:
  - Date of Formation
  - A PDF copy of your Articles of Organization from the Illinois Secretary of State.
  - Information on how to request a copy of your Articles of Organization from the Illinois Secretary of State can be found by [clicking here](#).
7. If you plan to operate under an Assumed Name (also commonly known as a Doing Business As (DBA) or Trade Name) you will be required to provide:
  - The DBA name which you will be operating under
  - A PDF copy of your Assumed Name Filing with the Illinois Secretary of State.
  - If you are using ***more than one*** DBA and the address is different than that of the parent company, then a new application is required for each additional DBA filed with the Illinois Secretary of State.
  - Information on how to file an Assumed Name for a PLLC with the Illinois Secretary of State can be found by [clicking here](#).
8. You must select all of the members or managers by searching and adding them to the grid.
  - **NOTE:** if the professional limited liability company provides any of the following professional services, all members and managers must be licensed for the same profession: the practice of dentistry, medicine, social work, clinical professional counseling, professional counseling, veterinary, clinical psychology, and marriage and family therapy.

	<p>9. If an attorney licensed to practice law in Illinois is acting as the initial incorporator on behalf of the professional limited liability company, you will be required to provide contact information for that attorney.</p>	
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## Application Fees

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<b><i>Fees collected through the licensing process are NOT REFUNDABLE OR TRANSFERABLE.</i></b>		
<b>Complete</b>	<b>License Type</b>	<b>Submitted:</b>
1.	(248) Professional Limited Liability Company ..... \$50.00	ONLINE PORTAL
<b><i>NOTES: All major credit and debit cards as well as ACH and eCheck are accepted.</i></b>		