

**489.206 Filing requirements.**

1. To be filed by the secretary of state pursuant to [this chapter](#), a record must be captioned to describe the record's purpose, must be received by the secretary of state, must comply with [this chapter](#), and must satisfy all of the following:

- a. The filing of the record must be required or permitted by [this chapter](#).
- b. The record must be physically delivered in written form unless and to the extent the secretary of state permits electronic delivery of records.
- c. The words in the record must be in English, and numbers must be in Arabic or Roman numerals, but the name of an entity need not be in English if written in English letters or Arabic or Roman numerals.
- d. The record must be signed by a person authorized or required under [this chapter](#) to sign the record.
- e. The record must state the name and capacity, if any, of each individual who signed it, either on behalf of the individual or the person authorized or required to sign the record, but need not contain a seal, attestation, acknowledgment, or verification.

2. If law other than [this chapter](#) prohibits the disclosure by the secretary of state of information contained in a record delivered to the secretary of state for filing, the secretary of state shall file the record if the record otherwise complies with [this chapter](#) but may redact the information.

3. When a record is delivered to the secretary of state for filing, any fee required under [this chapter](#) and any fee, tax, interest, or penalty required to be paid under [this chapter](#) or law other than [this chapter](#) must be paid in a manner permitted by the secretary of state or by that law.

4. The secretary of state may require that a record delivered in written form be accompanied by an identical or conformed copy.

5. The secretary of state may provide forms for filings required or permitted to be made by [this chapter](#), but, except as otherwise provided in [subsection 6](#), their use is not required.

6. The secretary of state may prescribe, and furnish on request and require any of the following forms:

- a. A cover sheet for a filing.
- b. An application for a certificate of existence or certificate of registration.
- c. A foreign corporation's registration statement.
- d. A foreign corporation's statement of withdrawal.
- e. A foreign corporation's transfer of registration statement.
- f. The biennial report required by [section 489.212](#).

7. Upon request and payment of the requisite fee, the secretary of state shall send the requester a certified copy of a requested record.

[2023 Acts, ch 152, §27, 143, 161; 2024 Acts, ch 1125, §9, 31](#)

Referred to in [§489.302](#)

Former [§489.206](#) transferred to [§489.209](#); [2023 Acts, ch 152, §143, 161](#)