



New Mexico  
**Secretary of State**

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**FOREIGN NONPROFIT QUALIFICATION** \_\_\_\_\_ **FOREIGN NONPROFIT QUALIFICATION**

SECRETARY OF STATE  
CORPORATIONS BUREAU  
325 DON GASPAR, SUITE 300  
SANTA FE, NEW MEXICO 87501  
(800) 477-3632

REQUIREMENTS TO QUALIFY A FOREIGN NONPROFIT CORPORATION  
(53-8-68 TO 53-8-69 NMSA 1978)

**FILING FEES: Application for Certificate of Authority, \$25** (submit a signed original of the application, together with a duplicate copy which may be either signed or photocopied; the duplicate copy and a Certificate of Authority will be returned for the corporation's records). *The following fees apply only if you want an additional copy or copies to be certified: \$10* per certified copy; if you do not provide the extra copy, a reproduction fee of **\$1** per page, minimum **\$5** is charged in addition to the \$10 certification fee. Payment of fees must be made by **check or money order**, made payable to the New Mexico Secretary of State. The New Mexico Secretary of State does not accept cash payment for any fees.

**PURPOSE OF FILING:** No foreign corporation has the right to conduct affairs in New Mexico until it has procured a Certificate of Authority to do so from this Secretary of State. Certain activities do not constitute conducting affairs, and do not require a Certificate of Authority. For purposes of the Nonprofit Corporation Act, and without excluding other activities, a foreign corporation engaged in the following activities shall not be considered to be conducting affairs in this state:

- a. maintaining or defending any action or suit or any administrative or arbitration proceeding
- or effecting the settlement thereof or the settlement of claims or disputes;
- b. holding meetings of its directors or members or carrying on other activities concerning its internal affairs;
- c. maintaining bank accounts;
- d. creating evidences of debt, mortgages or liens on real or personal property;
- e. securing or collecting debts due to it or enforcing any rights in property securing the same;
- f. conducting its affairs in interstate commerce;
- g. granting funds;
- h. distributing information to its members; or
- i. conducting an isolated transaction completed within a period of thirty days and not in the course of a number of repeated transactions of like nature.

A foreign corporation transacting business in New Mexico without a Certificate of Authority shall not be permitted to maintain any action, suit or proceeding in any court of this state until the corporation has obtained such authority, but the failure to obtain a Certificate of Authority does not impair the validity of any contract or act of the corporation, and does not prevent the corporation from defending any action, suit or proceeding in any district court of this state. A foreign corporation which conducts affairs in New Mexico without a Certificate of Authority is liable to this state, for the years or parts thereof during which such affairs were conducted, an amount equal to all fees which would have been imposed upon the corporation had it applied for and received a Certificate of Authority and thereafter filed all reports required, plus all penalties for failure to pay the fees. The Attorney General shall bring proceedings to recover all amounts due New Mexico under the provisions of the Nonprofit Corporation Act.

If you are unable to make a determination based upon the foregoing criteria, you will need to consult with your own attorney or certified public accountant. The Secretary of State cannot provide legal advice concerning a corporation's need to qualify to conduct affairs in New Mexico.

**FILING OF APPLICATION FOR CERTIFICATE OF AUTHORITY:** The applying corporation shall file with the Secretary of State: **(1) the signed original of the application for Certificate of Authority, together with a duplicate copy** which may be either signed or photocopied; **(2) a statement** signed by the registered agent acknowledging acceptance of that appointment (a foreign corporation authorized to conduct affairs in New Mexico shall have and continuously maintain a physical registered office address and a registered agent for service of process at that address); **(3) a certificate of good standing / existence**, issued by the appropriate official custodian of corporate records for the state or country where the corporation originally incorporated (certificate must be original or electronically issued; certificate must be current within thirty days, or has not expired, upon submission to the Secretary of State); and **(4) \$25** filing fee. If the Secretary of State determines that the documents delivered for filing conform with the provisions of the Nonprofit Corporation Act, it shall, when all required filing fees have been paid, retain the signed original in the files of the Secretary of State and return the duplicate together with a Certificate of Authority.

**EXECUTION OF DOCUMENTS:** The application for Certificate of Authority shall be executed (signed) by two officers of the corporation. The registered agent's statement shall be signed by the person designated in the application as registered agent, if the agent is an individual, or, if the designated registered agent is a corporation, by an authorized officer of that corporation.

**NOTE:** Please refer to Sections 53-8-64 to 53-8-83 of the New Mexico Nonprofit Corporation Act for the complete statutes governing a foreign nonprofit corporation in New Mexico. A copy of the statutes can be obtained from this office at your request. The Corporations Bureau can only act in an administrative capacity. We cannot offer you legal advice or opinion on your particular filing. We recommend that you consult with your own attorney and accountant during the process of qualification as a foreign corporation.

**INCLUDED IN THIS PACKET ARE INSTRUCTIONS FOR COMPLETING OUR FORMS. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.**

*Please visit our website at: [www.sos.state.nm.us](http://www.sos.state.nm.us)*

## **DOCUMENTS MUST BE TYPED OR PRINTED LEGIBLY**

### **Instructions For Completing Form FNP (Application for Certificate of Authority)**

**Item 1: (Part One)** Enter the complete corporate name, exactly as it appears on the certificate of good standing from the domestic state. A “dba” name or “aka” name cannot be included. If the true corporate name is not available in New Mexico, a resolution by the board of directors adopting a fictitious name for use in conducting affairs in New Mexico must be submitted with the application. The resolution must be signed by an authorized officer and must identify the New Mexico state agency that turned down the true corporate name. **(Part Two)** Enter the state or country where the corporation originally filed to become incorporated.

**Item 2: (Part One)** Enter the date (month, day, and year) the corporation filed its Articles of Incorporation in its domestic state. This date must concur with the date as stated on the certificate of good standing, if that information is provided on the certificate. **(Part Two)** Enter the period of duration (how long the corporation will be in existence in its domestic state). This may be stated as perpetual, or as a specific date or number of years.

**Item 3: (Part One)** Enter the address of the corporation’s registered office in its domestic state. This is the address designated for service of process in the domestic state. **(Part Two)** Enter the address of the corporation’s principal office (corporate business office), which may be located anywhere. If the principal office address is the same as the registered office address, part two may be left blank.

**Item 4: (Part One)** Enter the address (street, city, and state) of the New Mexico registered office. This is the address designated for service of process in New Mexico. This must be a street address, or geographical description of the physical location if outside a municipality where a street address does not exist; a post office box is not acceptable. **(Part Two)** Enter the name of the registered agent who will accept service of process at the registered office address. The duty of the registered agent is to forward to the corporation any notice, process or demand that is served on the corporation. A registered agent must be either an individual resident of New Mexico, or a domestic corporation having a place of business in New Mexico, or a foreign corporation authorized to transact business in New Mexico and having a place of business in New Mexico. Filing corporation cannot be its own registered agent.

Item 5: Enter the specific purpose for which the corporation will be conducting affairs in New Mexico.

Item 6: Enter the names and titles of the officers and directors of the corporation, and their respective addresses, which may be business or personal addresses. At least one officer or director must be listed.

Date and Execution: Enter the date the application was executed (signed). Enter the name of the applying corporation on the line provided. The application must be signed by two officers of the corporation.

**Instructions For Completing Form F-STMNT (Statement for Registered Agent)**

**On line one, enter the printed name of the individual designated as the New Mexico registered agent, or, if a corporation is the registered agent, the name of the authorized officer who is signing for that corporation. Filing corporation cannot be its own registered agent.**

On line two, enter the complete name of the applying corporation, exactly as it is stated in Item 1 of the application. If the registered agent named in the application is an individual, that individual must sign the statement on the first signature line only. If the registered agent named in the application is a corporation, only the next signature block must be used. The name of the corporation being appointed as registered agent must be entered, and an authorized officer of that corporation must sign on the "By\_\_\_\_" line. *Use only the signature lines that apply. If the individual signature line is used, the other signature block must be left blank, and vice versa.*