

Instructions for completing Articles of Reinstatement

Use these instructions when completing Articles of Reinstatement pursuant to [§7-90-1003](#) and part 3 of Article 90 of Title 7 of the Colorado Revised Statutes (C.R.S.). Provide only information required or permitted to be included in the document by Colorado law. Information included in the document must be typewritten, in English and must state the name(s) and address(es) of at least one individual causing the document to be delivered for filing. The required form/cover sheet must be used when filing the document. For legal authority, refer to [§7-90-301](#) and [§7-90-302](#), C.R.S. You may include additional information in an attachment to the form/cover sheet. Any attachment becomes part of the document. If there is a conflict between information in the attachment and the form/cover sheet, the information in the form/cover sheet controls. Information provided in a case-sensitive format will be retrieved and displayed in the same format. Visit our Web site at www.sos.state.co.us and click on “Business Center” for a copy of a document after filing, Certificates of Good Standing, other electronic services, and other information. For answers to general filing questions consult the *Frequently Asked Questions (FAQs)*, also on our Web site.

Line-by-line Instructions:

ID Number. The number assigned to the initial document that began the record in the records of the Colorado Secretary of State. This ID number is specific to the Colorado Secretary of State. It is not a state or federal tax number. The ID number is listed on the record’s “Information on File” page on our Web site. A record may be viewed by visiting our website at www.sos.state.co.us. Click on “Business Center”, then “Search Business Database”. This ID number must be indicated on all documents related to an existing record in the records of the Colorado Secretary of State.

Prior Entity Name. List the entity name exactly as shown in the records of the Colorado Secretary of State.

Entity Name Following Reinstatement. List the entity name as it was shown in the records of the Colorado Secretary of State prior to the entity’s dissolution. If the entity name is not distinguishable in the records of the secretary of state, the word “Reinstated”, and the current year shall be appended to the name. After filing the reinstatement, the entity name may be changed pursuant to the organic statute of the entity.

Principal Office Street Address. List the complete street address of the entity’s principal office, including zip code.

Principal Office Mailing Address. If mail cannot be delivered to the street address, please provide an address where mail may be delivered.

Mailing Address same as Street Address: If the mailing address is the same as the street address, or is no longer valid, remove the mailing address by deleting all of the pre-filled mailing address information and select the “Yes” button.

Registered Agent. List the name of the registered agent. A registered agent must be an individual age 18 years or older whose primary residence or usual place of business is in Colorado, a domestic entity having a usual place of business in Colorado or a foreign entity authorized to transact business or conduct activities in Colorado that has a usual place of business in Colorado. If the entity has a usual place of business in Colorado, it may serve as its own registered agent. For legal authority, refer to [§7-90-701](#), C.R.S.

Statement Regarding Registered Agent Consent. A statement is required that the person appointed as the registered agent in the document has consented to being so appointed.

Registered Agent Street Address. List the complete street address (physical location) of the entity’s registered agent, including zip code. This may be the address of the registered agent’s primary residence in Colorado or usual place of business in Colorado if the registered agent is an individual, or of the usual place of business in Colorado if the registered agent is an entity.

Registered Agent Mailing Address. If mail cannot be delivered to the street address, provide an address where mail may be delivered.

Mailing Address same as Street Address: If the mailing address is the same as the street address, or is no longer valid, remove the mailing address by deleting all of the pre-filled mailing address information and select the “Yes” button.

Date of Formation of Entity. Indicate the date the entity was originally formed. This date may be obtained from either the constituent filed document or the records of the secretary of state.

Date of Dissolution of Entity. Indicate the date of dissolution of the entity if known. This date may be obtained from either the constituent filed document or the records of the secretary of state.

Duration. If the length of existence of the entity is being changed to perpetual, mark the box. Otherwise, state the date the entity will cease to exist.

Delayed Effective Date. The effective date of this document may be delayed up to 90 days after filing with the Colorado Secretary of State. The delayed effective date may also specify a particular time of day Mountain Time. If no time of day is specified, it defaults to close of business on that date. Close of business is 11:59:59 PM Mountain Time. For legal authority, refer to [§7-90-304](#), C.R.S.

Governing Statute Prior to Dissolution. Indicate the Colorado statute under which the entity existed immediately prior to its dissolution.

Statement. A statement is required that all applicable conditions of [§7-90-1002](#), C.R.S. have been satisfied.

Notice. Causing this document to be delivered to the secretary of state for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the secretary of state, whether or not such individual is named in the document as one who has caused it to be delivered.

Filing Information. State the name(s) and address(es) of the individual(s) causing this document to be delivered for filing. This information is required for the Colorado Secretary of State to deliver notice if the filing of the document is refused ([§7-90-301](#), C.R.S.). The individual(s) listed will be held responsible for complying with the above notice. The document need not state the true name and address of more than one individual. However, if you wish to state the name and address of any additional individuals causing the document to be delivered for filing, mark this box and include an attachment stating the name and address of such individuals.

Disclaimer. These instructions, and the related form, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form. Questions should be addressed to the user's attorney.