



(060) Professional Service Corporation New Application Checklist

Contents

General Information	2
Instructions:	2
Statutory Requirements:	2
Qualifications/Exemptions:	3
Application Requirements	4
Application Fees	5

General Information

Instructions:

1. Complete all information on the application for a Professional Service Corporation registration. Make sure the application bears the same name that appears on the Articles of Incorporation as filed with the Illinois Secretary of State.
2. Submit a complete copy of the Articles of Incorporation as filed with the Illinois Secretary of State.
3. Submit a registration fee of \$50.00. Fees are not refundable.
4. All Professional Service Corporation registrations expire on December 31 of each year, regardless of the date on which the registration was issued by the Department of Financial and Professional Regulation, Division of Professional Regulation.

Statutory Requirements:

1. A Professional Service Corporation is a corporation organized solely for the purpose of rendering ONE CATEGORY of professional service or related professional services. All shareholders, directors, officers, agents and employees (other than ancillary personnel and/or the secretary of the corporation) MUST BE LICENSED under the same professional licensure act.

EXCEPTION: A combination of the following services may be provided by a Professional Service Corporation:

- (a) The practice of medicine in all of its branches
 - (b) The practice of podiatry
 - (c) The practice of dentistry
 - (d) The practice of optometry
2. The corporate name must end with the word "chartered" or "limited" or the abbreviation "Ltd." or with the words "Professional Corporation" or the abbreviation "Prof. Corp." or the initials "P.C." The Professional Service Corporation Registration will be issued in the same name as appears on the Articles of Incorporation 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.

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
<p>Professional Service Corporation Online Application</p>	<ol style="list-style-type: none"> 1. Create a user name, password, and enter the business' primary email. 2. Enter your Professional Service Corporation Business Name. This name should be the same as it appears on the Articles of Incorporation as filed with the Illinois Secretary of State. Please be sure the Business Name matches the name found on the Illinois Secretary of State's website by clicking here. 3. Public Address including: <ul style="list-style-type: none"> • Street Address, City, State, Zip, County, Country • Business Phone Number • Security Questions 4. Mailing Address (if it is different than your public address) including: <ul style="list-style-type: none"> • Street Address, City, State, Zip, County, Country 5. Tax Information including: <ul style="list-style-type: none"> • Your federal tax identification number (FEIN) 6. You will be required to provide information on your business incorporation including: <ul style="list-style-type: none"> • The Date of Incorporation • A PDF copy of your Articles of incorporation from the Illinois Secretary of State. • Information on how to request a copy of your Articles of Incorporation 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: <ul style="list-style-type: none"> • 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 Corporation with the Illinois Secretary of State can be found by clicking here. 	<p>ONLINE PORTAL</p>

	<p>8. You must select all of the shareholders, directors or officers by searching in the lookup and adding the licensed professional to the grid.</p> <ul style="list-style-type: none"> • NOTE: All shareholders, directors, officers, agents and employees (other than ancillary personnel and/or the secretary of the corporation) MUST BE LICENSED under the same professional licensure act. • EXCEPTION: A combination of the following services may be provided by a Professional Service Corporation: (a) the practice of medicine in all of its branches, (b) the practice of podiatry (c) the practice of dentistry (d) the practice of optometry. <p>9. If an attorney licensed to practice law in Illinois is acting as the initial incorporator on behalf of the corporation, you will be required to provide contact information for that attorney.</p>	
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Application Fees

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