

Individuals:

1. Current US State issued driver license or Identification Card
2. State issued Concealed Carry Identification Card
3. U.S. Passport
4. Alien Registration Card or Permanent Resident Card
5. Military Identification

Corporation: (C or S Corp)

- Certificate of Formation (filed and stamped)
- Minutes from organization meeting **OR** Unanimous Consent of Directors in Lieu of Meeting (signed)
- Bylaws (signed)
- Articles of Incorporation
- EIN Certificate
- Certificate of Account Status (SOS/Comptroller's Office)

Limited Liability Company (LLC):

- Certificate of Formation
- Company Agreement / Operating Agreement / Articles of Organization (signed)
- LLC Resolution of Authority (Owned by Corporation)
- EIN Certificate (EIN or SSN if a single member LLC)
- Certificate of Account Status (SOS/Comptroller's Office)
- Unanimous Consent of Managers/Members (depending if Member Managed or Manager Managed)

Limited Partnership (LP):

- Limited Partnership Agreement (signed)
- Certificate of Limited Partnership (filed and stamped)
- EIN Certificate
- Certificate of Formation (filed and stamped)
- Certificate of Account Status (Comptroller's Office)
- Unanimous Consent of General Partners

General Partnerships (GP):

- General Partnership Agreement (signed)
- Assumed Name Certificate (filed and stamped)
- EIN Certificate
- Unanimous Consent of Partners **if** there are multiple partners and less than all are signing the document

Associations/Organizations:

- Resolution of Authority
- Meeting Minutes
- Certificate of Formation (filed and stamped)
- EIN Certificate

Sole Proprietorship:

- Assumed Name Certificate (filed and stamped)
- EIN Certificate (if using EIN) **IMPORTANT: EIN REQUIRED IF THE SOLE PROP HAS EMPLOYEES**

Note: Printed/Saved copy of current status of entity the Secretary of State – Texas at <https://direct.sos.state.tx.us/acct/acct-login.asp> showing identity of officers and active status of organization (if incorporated)

Fictitious Name Filing (if applicable, **must be active**)