

WHERE TO FIND ARTICLES OF INCORPORATION FOR AN OKLAHOMA MUNICIPALITY

On April 4, 2022, the unique entity identifier used across the federal government to identify municipalities and other entities changed from the DUNS Number to the Unique Entity ID ([UEI number generated by SAM.gov](#)).¹ With this change, all municipalities that accept American Rescue Plan Act Funds or other federal funds need their articles of incorporation or another substitute document certified by an outside authority such as the IRS, the Oklahoma Secretary of State, or the Governor.² All of the acceptable [substitute documents](#) for the articles of incorporation requirement and physical address requirement are listed on page 3 of this document. To find the documents for the entity validation document requirements, a municipality should look in every municipal file cabinet, and contact the following places:

1. County Records Filed With The County Clerk

- Call, email, or visit the county clerk's office for the municipalities county and ask to see the articles of incorporation or order declaring incorporation issued by the board of county commissioners. Under [11 O.S. §, 2-107](#) or past practice before the enactment of the statute, municipal incorporation records should have been filed with the county clerk. The documents could be with the land records department, county commissioner orders, or in an incorporation book for the entities in the county. If the articles of incorporation are not on file, ask for the documents without legal descriptions in the "city file" if there is one. The records might also be in a base abstract for an original property in the municipality.

2. Oklahoma Historical Society Incorporation Records

- On the Oklahoma Historical Society's website, you can search for the incorporation records for a municipality. <https://www.okhistory.org/research/ledgers> If you can find your municipality, check to see if the incorporation document or other substitute document is listed. If you cannot find any documents listed for your municipality, call the Oklahoma Historical Society at 405-522-5225 or email research@history.ok.gov

3. Incorporation Records on the Oklahoma Secretary of States Website

- On the Oklahoma Secretary of State's website entities search page, search for your municipality. <https://www.sos.ok.gov/corp/corplnquiryFind.aspx> If you can find your municipality, click on order documents and see if any acceptable document is listed. If you cannot find any documents listed for your municipality, call the secretary of state's office at (405)522-2520 to make sure you are not missing anything.

4. National Archives at Kansas City

- Since every municipal corporation existing before statehood continued with their rights and powers after statehood, the National Archives in Kansas City may have records for your municipality with the court records.³ Email kansascity.archives@nara.gov to see if they can send any records to you.

5. Other solutions for Entity Validation Document

- If your municipality cannot find any of the correct documents after looking at all of the above places, email arpa@oml.org or call (405) 528-755 as soon as possible.

¹ <https://sam.gov/content/duns-uei>

² [Coronavirus State and Local Fiscal Recovery Funds Final Rule: Frequently Asked Questions – FAQ 11.4](#), General Services Administration, *Validating Your Entity In Sam.gov*, September 28, 2022, <https://www.youtube.com/watch?v=56NQ77JX5yo>

³ [O.K. Const. art 18 Section 2](#), Curtis Act of 1898, § 14, 30 Stat. 499

PHYSICAL ADDRESS SAM.GOV REQUIREMENT

For proof of name and/or address, choose document(s) from List A on the [Entity Validation Document Requirements](#) on page 3 of this document. At least one document must have both your full, correct legal business name and your current, correct physical address. Your municipality's physical address is the location where municipal business is conducted. The physical address includes street number; street name; city; country; U.S. state, U.S. territory, or province; and ZIP Code or postal code.

A post office box is not a physical address. P.O. boxes will not be accepted on your entity validation, registration, or for a Unique Entity ID.

If you work at more than one location or use a virtual office, your municipal physical address in SAM.gov should be the address where you keep the books and records for your organization.

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0058176&sys_kb_id=526060ad1bd49d500944ece0f54bcbbb&spa=1

ADDITIONAL HELP

- For a video about how to attach the Entity Validation Documents to Sam.gov, click here: <https://www.youtube.com/watch?v=56NQ77JX5yo>,
- The Entity Validation Documentation requirements for Sam.gov can be accessed here: https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230&sys_kb_id=940fd1c81b569d1034b11179bc4bcbe4&spa=1
- if you have questions, email Arpa@oml.org or call Oklahoma Municipal League at (405) 528 7515

Entity Validation Documentation Requirements

- For proof of name and/or address, choose document(s) from List A. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from List B

List A - Name and/or Address	list B - Start Year and State of Incorporation
<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> ● Articles of Incorporation / Organization / Formation (if stamped as filed with an authority) ● Bank Statements* (redact information that isn't necessary for validation) ● Certificate of Formation / Organization (if stamped as filed with an authority) ● Department of Treasury IRS letter assigning your EIN ● Secretary of State Certificate of Filing ● Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL) ● Utility Bills* (water, gas, or electric only) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> ● Bylaws for your company (if stamped as filed with an authority) ● Certificates of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment ● City Business Tax Certificate* ● Department of Treasury IRS Tax Exemption Status Letter* ● "Doing-business-as" or DBA documents (if stamped as filed with an authority) ● Driver's License (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name) ● IRS Form 8822-B or Form 990 for address change (filed only) ● IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors) ● IRS Forms 1099* if you are the recipient (not the filer) ● License to Operate* (issued by city, state) ● Limited Liability Company Articles / Articles of Amendment ● Partnership documentation ● Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used) ● Share Certificate ● State Sales and Use Tax Permit* ● Tax invoices* (federal, state, local, international) ● Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. 	<p>Most Commonly Used Documents:</p> <ul style="list-style-type: none"> ● Articles of Incorporation / Organization / Formation (if stamped as filed with an authority) ● Certificate of Formation / Organization (if stamped as filed with an authority) ● Department of Treasury IRS letter assigning your EIN ● Secretary of State Certificate of Filing ● Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (images must be current registration and must include the URL in the browser) <p>Other Documents You Can Use:</p> <ul style="list-style-type: none"> ● Bylaws for your company (if stamped as filed with an authority) ● Certificates of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment ● "Doing-business-as" or DBA documents (if stamped as filed with an authority) ● IRS Forms marked as received by the IRS or processed by a CPA or e-filing software (e.g. Form 1040 with schedule C for sole proprietors, only if it contains your business start date) ● Limited Liability Company Articles / Articles of Amendment ● Partnership documentation ● Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began)

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230&sys_kb_id=940fd1c81b569d1034b11179bc4bcbe4&spa=1