FIRST CHOICE
YOUR TRUSTED SERVICE

First Choice Mobile Notary & Apostille
(866) 828-6856
Book an Appointment Online
www.firstchoicenotary.com

How to Complete a Pennsylvania Corporate or LLC Resolution

Certified Corporate / LLC Resolution

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.

About this form. Banks, title companies, landlords and foreign governments often require a certified resolution showing that a company approved a transaction and who may sign for it, such as opening an account, buying property or signing a contract.

1. **Identify the company**
   Exact legal name, entity type and state.
2. **Describe the action approved**
   For example, to open an account or sell a property.
3. **Name who may sign**
   Include each person's title.
4. **Officer certifies before a notary**
   Bring a current photo ID. Documents for abroad may need an apostille.

Signing requirements: The certifying officer signs before a notary (acknowledgment in a representative capacity).

After It's Signed

- Keep a copy in the company minute book.

Need a Notary? We Come to You.

Homes • Hospitals • Care Facilities • Offices
Mobile Notary & Apostille Services
Pennsylvania-Commissioned Notaries • Serving Pennsylvania

Call us anytime
(866) 828-6856
Book an Appointment Online
www.firstchoicenotary.com

Have questions about your Resolution? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Pennsylvania attorney. © 2026 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

CORPORATE / LLC RESOLUTION

Commonwealth of Pennsylvania • Certified resolution of the governing body

Name of corporation or LLC

Entity type and state of formation

Date resolution adopted

Adopted by (board meeting, written consent of members/managers, etc.)

RESOLVED, that the entity is authorized to take the following action:

FURTHER RESOLVED, that the following person(s) are authorized to sign all documents and take all steps necessary to carry out this resolution on behalf of the entity:

Name

Title

Name

Title

FURTHER RESOLVED, that all prior actions consistent with this resolution are ratified and confirmed.

CERTIFICATE OF SECRETARY / AUTHORIZED OFFICER

I certify that I am the duly elected or appointed officer, manager or member named below; that the resolution above was duly adopted in accordance with the entity's articles, bylaws or operating agreement and the law; and that it is in full force and effect and has not been amended or rescinded.

X

Signature

Date

Printed name

Title

© 2026 First Choice Mobile Notary & Apostille • Serving Pennsylvania • (866) 828-6856 | www.firstchoicenotary.com

ACKNOWLEDGMENT (REPRESENTATIVE CAPACITY)

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF _____

This record was acknowledged before me on _____ (date) by _____ (name(s) of individual(s)) as _____ (type of authority, such as officer or trustee) of _____ (name of party on behalf of whom the record was executed).

X _____

Signature of notarial officer

_____

Title of office (e.g., Notary Public)

_____ _____

My commission expires | Commission number

(Notary seal)

© 2026 First Choice Mobile Notary & Apostille • Serving Pennsylvania • (866) 828-6856 | www.firstchoicenotary.com