



Secretary of State

State of Indiana

Connie Lawson
Indiana Secretary of State

April 23, 2020

Executive Order 20-23 suspends the five (5) year statutory limitation on reinstatements and also suspends the requirement that a certificate of clearance must be submitted as part of the reinstatement process. This means that all administratively dissolved businesses may reinstate. It also means that businesses do not need to submit a certificate of clearance with the reinstatement application. The suspension of the certificate of clearance requirement will greatly reduce the reinstatement processing time. Executive Order 20-23 is effective April 23, 2020 and orders the suspension of the above statutory requirements for the duration of the public health emergency in Indiana.

The INBiz (online) reinstatement process will be updated on the evening of 4/27/2020. Following the update, the online system will **allow** reinstatements that are outside the five (5) year window and will also instruct users to **either** attach a certificate of clearance **or** a PDF stating that they are not submitting a certificate of clearance based on the Executive Order 20-23.

Prior to the update, reinstatements that do not exceed the five (5) year window may be submitted through INBiz. If your client does not have a certificate of clearance, they can simply upload a PDF stating they are not submitting a certificate of clearance based on Executive Order 20-23. However, until the system is updated there will not be instructions for this option. Please note that online processing will save your clients time and money. To file an online reinstatement, go to www.INBiz.IN.gov.

If you have clients that are outside the five (5) year window, but need to process a reinstatement prior to 4/27, the Secretary of State can process reinstatements with the in-house application now. We simply need to receive a completed reinstatement form, a completed business entity report and the filing fee. The filing fee will include the reinstatement fee and all past due business entity reports.

Once the office receives the reinstatement application (whether by paper or online) we will process filings as quickly as possible. We are currently processing all filing types within a few hours, with our longest processing times at 1-2 business days. As an additional effort to expedite reinstatement requests, we will prioritize reinstatement filings ahead of all other filing types.

For questions related to the reinstatement process, please contact INBiz at 317-234-9768. Agents are ready to answer questions, explain the process and provide access to forms.

Sincerely,

Connie Lawson
Indiana Secretary of State