

**INFORMATION CONCERNING FORMATION OF A**  
**PROFESSIONAL LIMITED LIABILITY COMPANY**  
**FOR THE PRACTICE OF DENTISTRY**

1. An application to form a P. L. L. C. shall be completed. Applications are available on paper or through electronic means (instructions for online applications are attached).
2. Only duly licensed dentists shall form or become incorporators for a P. L. L. C. for dentistry.
3. The name of a dental limited liability company shall comply with the rules concerning the practice of dentistry under trade name as follows:

A person shall not practice, or offer or undertake to practice, dentistry under any name other than his or her own true name. This section may not prohibit the practice of dentistry by a partnership under a trade name, or a licensed dentist from practicing dentistry as the employee of a licensed dentist, practicing under his own name or under a trade name, or as the employee of a professional corporation, or as a member, manager, employee, or agent of a professional limited liability company or as the employee of a dental clinic operated as specified.

A dentist, partnership, professional corporation, or professional limited liability company that owns a dental practice may adopt a trade name for that practice so long as the trade name meets the following requirements:

- (1) The trade name incorporates one or more of the following: (i) a geographic location, e.g., to include, but not be limited to, a street name, shopping center, neighborhood, city, or county location; (ii) type of practice; or (iii) a derivative of the dentist's name.
- (2) Derivatives of American Dental Association approved specialty board certifications may be used to describe the type of practice if one or more dentists in the practice are certified in the specialty or if the specialty name is

accompanied by the conspicuous disclosure that services are provided by a general dentist in every advertising medium in which the trade name is used.

(3) The trade name is used in conjunction with either (i) the name of the dentist or (ii) the name of the sole proprietorship, partnership, professional corporation, or professional limited liability company that owns the practice. The owner's name shall be conspicuously displayed along with the trade name used for the practice in all advertisements in any medium.

(4) Marquee signage, web page addresses, and email addresses are not considered to be advertisements and may be limited to the trade name adopted for the practice.

False or misleading trade names may be subject to disciplinary actions by the Board.

4. All paper applications to form a P. L. L. C. shall have two copies of the Articles of Organization attached. Articles of Organization can be uploaded into electronic applications.
5. Fee of \$225.00 payable to the West Virginia Board of Dentistry must accompany paper applications.
6. Annually, each P. L. L. C. shall register on a form provided by the West Virginia Board of Dentistry and pay an annual registration fee of \$158.00.
7. The insurance necessary for a professional limited liability company is \$1,000,000.00 for the company (not for each dentist). Proof of insurance is required with the application, whether on paper or uploaded into the online application.

**APPLICATION TO FORM P. L. L. C. FOR THE PRACTICE OF DENTISTRY**

NAME OR NAMES OF DULY LICENSED DENTISTS	WEST VIRGINIA LICENSE NO.	DATE ISSUED
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- (1)
  - (2)
  - (3)
  - (4)
  - (5)

If there are more than five applicants, please use reverse side of application.

The above named applicants hereby certify that they are duly licensed to practice dentistry in the State of West Virginia and desire to form a P. L. L. C. for the practice of dentistry.

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Signature

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Signature

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Signature

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Signature

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Signature

### Paper Applications:

Two original copies of the Articles of Organization shall be attached to and made a part of the application, along with a copy of the proof of insurance. Further, please enclose a check or money order in the amount of \$225.00 payable to the West Virginia Board of Dentistry, no part of which is refundable. Also enclose the check made payable to the Secretary of State's office unless it has already been paid to the Secretary of State. The Board will send the Secretary of State an authorization for formation of a PLLC along with your paperwork via the USPS mail service. Please return application and necessary papers to Susan Combs, Executive Director, West Virginia Board of Dentistry, PO Box 1447, Crab Orchard, WV 25827.

### Online Applications:

The online application is located at the Board's website, which is [www.wvdentalboard.org](http://www.wvdentalboard.org) - click on Business Login - click on Create Business Application - create a login account. Once you have created the account you can choose PLLC application and follow the pages. You will have the opportunity to upload the Articles of Organization and proof of insurance within this process. You will pay with a credit card at the end of the process and receive a confirmation of completion of the application. Your application will be reviewed, normally within 24 to 48 hours once your payment has finalized. Should there be no issues with your PLLC filing with the Board, we will send an email notification to the Secretary of State with an authorization to form a PLLC along with any other documents that may be necessary and copy your email address so you may utilize the authorization in your online filing with the Secretary of State's Office.