

STATE OF ALABAMA

**CHANGE BY AGENT OF AGENT NAME
and/ or REGISTERED OFFICE ADDRESS**

PURPOSE: To change a registered agent's office address by delivering to the Secretary of State for filing a statement of change in accordance with 10A-1-5.33. Multiple entity identification (ID) numbers and corresponding names may be listed on one form for one fee.

INSTRUCTIONS TO OBTAIN INFORMATION TO COMPLETE THIS FORM:

You may obtain the Entity ID Number on our website at www.sos.alabama.gov under the Government Records tab. Click on Business Entity Records, click on Entity Name, type the registered name of the entity in the appropriate box, and enter. The six (6) digit number containing a dash to the left of the name is the entity ID number (item 1 below). If you click on that number, you can view the Business Entity Details page to determine that you have located the correct entity. This verification step is strongly recommended – refunds will not be made if you use the wrong number.

(For SOS Office Use Only)

Mail two copies (if you want a stamped copy for your records) of this filing and the \$25.00 fee to the Secretary of State, Business Services Division, PO Box 5616, Montgomery, Alabama, 36103-5616. You may pay by check, money order, or credit card. You may email one copy to miscellaneous filings@sos.alabama.gov if you are paying with a credit card. Receipt of filings will only be acknowledge if the email method or registered/courier mail is used; we cannot search and acknowledge receipt of filings submitted via regular mail. Your change will not be indexed if the credit card does not authorize and will be removed if the check is dishonored.

**This form must be typed or laser printed.
Fax deliveries will not be processed, acknowledged, or returned.**

1. Alabama Entity ID Number (Format: 000-000): _____ - _____ **The change will not be processed without this number.**

The name of the entity as registered with the Secretary of State of Alabama:

OR

_____ Multiple entities are involved in this change. A list of the Alabama Entity ID Numbers and registered entity names is attached.

2. Registered Agent's current Name (**must be completed**): _____

CHANGE Registered Agent's Name to: _____

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3. Registered Office current Street Address (**No PO Boxes**) in Alabama (**must be completed**):

Mailing Address (if different from Street Address): _____

CHANGE Registered Office current Street Address (**No PO Boxes**) in Alabama to:

Mailing Address (if different from Street Address): _____

I, the undersigned, certify that written notice of this change was given to the entity named and identified entity identification number in this Change form at least 10 days before the date this Change form was filed with the Office of the Secretary of State of Alabama.

Date (MM/DD/YYYY)

Typed Name of Agent authorizing Change under 10A-1-5.33

Signature of Authority for Agent [10A-1-5.33(b)]

Typed Name and Title of Signature for Agent [10A-1-5.33(b)]

NOTE: You will only receive a credit card receipt from the Secretary of State's (SOS) Office if you included a copy in your by mail submission, are paying for a copy submitted via the email method, or have expedited processing. SOS office personnel will not be able to search credit card transactions to help you balance your accounts under any circumstances.

Secretary of State Credit Card Payment Option Sheet: Check the appropriate boxes.

Alabama Entity ID Number: _____ (Format: 000-000)

Card Type: _____ (Visa, MC, Discover & AmEx)

Service Requested: _____ \$25.00 Change of Agent Name/Address filing fee
_____ \$3.00 copy fee (if using email, except with expedited processing)
_____ \$100.00 Expedited Processing fee *

Card Number: _____

Expiration Mo/Yr: _____ / _____ (MM/YY)

Card Holder Name: _____

Complete Billing Address: _____
Street or PO

City State Zip

Signature of Card Holder: _____
MUST be Signature of Card Holder

*Expedited Processing is available at the Secretary of State's (SOS) Office for an additional \$100.00 fee. The SOS Office will index a filing within approximately twenty-four (24) hours of receipt. The fee must accompany the filing when it is submitted – we will not be able to search for filings to match with expedite fees sent separately once they are in the workflow.