

STATE OF ALABAMA

**FOREIGN LIMITED LIABILITY COMPANY (LLC)
AMENDMENT TO REGISTRATION**

PURPOSE: In order to amend the registration of a foreign entity (any entity formed outside of Alabama), the entity must deliver to the Secretary of State for filing an Amendment to Registration pursuant to Section 10A-1-7.06, Code of Alabama 1975.

INSTRUCTIONS: Mail one (1) signed original of this completed Amendment to Registration, a (1) copy if you want an acknowledgement copy, a (1) copy of the name reservation, and the filing fee of \$25.00 (credit card, check, or money order) to the **Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama, 36103-5616** or you may email the filing to foreign.entities@sos.alabama.gov (send only 1 copy - must use credit card). The entity amendment will not be registered if the credit card does not authorize and will be removed from the index if the check is dishonored. All filed document copies are mailed standard USPS unless express options are included with the request. Any overnight courier envelopes must have a completed airbill with the billing information completed and clearly marked "bill recipient." Email return is available with expedited processing – see payment sheet options for details.

(For SOS Office Use Only)

This form must be typed or laser printed.

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

INSTRUCTION TO OBTAIN ID NUMBER TO COMPLETE FORM: If you do not have this number immediately available (it is on the face of your original registration filing), you may obtain it on our website at www.sos.alabama.gov under the Government Records tab. Click on Business Entity Records, click on Entity Name, enter 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. If you click on that number, you can check the details page to make certain that you have the correct entity – this verification step is strongly recommended.

2. The name of the foreign entity as currently registered with the Alabama Secretary of State:

3. If amending the name of the foreign entity, the new name of the entity [Must contain the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC" (10A-1-5.06)]:

4. The undersigned certifies that the foreign entity exists as a valid Limited Liability Company under the laws of the entity's jurisdiction of formation.

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5. Change Street (**No PO Boxes**) Address of principal office to: _____

Change Mailing Address of principal office to: _____

6. Change state/country of formation to: _____

7. Attach copies of any other amendments. _____ Copies attached.

Date

Typed Name and Title of Signature Below

Signature of Person Authorized to Sign per 10A-1-4.01, *Alabama Code*

In order to review the sections of the *Code of Alabama 1975* referred to in this filing form you may access www.sos.alabama.gov and click the Government Records tab. Choose the Code of Alabama link to review.

Payment Sheet Options

You may send a check or money order or pay by credit card.

Entity ID #: _____ - _____

Service Requested: _____ \$25.00 filing Amendment to Registration
_____ \$3.00 copy fee if you used email method of delivery
_____ \$100.00 Expedited Processing fee (includes emailed copy) *

If you have requested expedited processing and would like a email copy of the filed document sent to you type your email address here: _____

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

Card Number: _____

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

Card Holder Name: _____

Complete Billing Address: _____
Street or PO

City	State	Zip
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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 Amendment to Registration will be filed within approximately twenty-four (24) hours of the date of receipt of the properly completed document with all attachments. The fee must accompany the filing when it is initially submitted – we will not be able to search for filings to match expedite fees sent separately once the filing is in the workflow.