

STATE OF ALABAMA

**FOREIGN CORPORATION (BUSINESS OR NON-PROFIT)
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, 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 envelopes with special postage or overnight courier envelopes 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 for use in Alabama, a copy of the name registration certificate from the Office of the Alabama Secretary of State must be attached (must be acquired prior to submitting Amendment). The new name of the entity:

4. If this is a fictitious name and different from the legal name of the entity in the jurisdiction of formation a copy of a resolution of the entity's governing authority, certified by its secretary, adopting the fictitious name for use in Alabama must be attached. **Fictitious names are only allowed if the legal name is not available or the entity identification required by Title 10A, Chapter 5 must be added.**

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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 incorporation/formation to: _____

7. If this amendment involves a name change or a jurisdiction change a **copy** of the foreign entity's amendment documents **duly certified** by the Secretary of State or other official having custody of corporate records in the state or other jurisdiction under whose law the entity is incorporated is attached. The copy must have been certified within six months of the filing of this Amendment.

8. 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 put 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 approximately twenty four (24) hours of receipt of the properly completed document with all attachments.