

**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 two (2) signed copies of this completed Amendment to Registration, 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](mailto:foreign.entities@sos.alabama.gov) **If you are sending this filing via email and paying the standard \$25.00 fee you may purchase a copy of the filing on our website after the filing has been processed or mark \$3.00 copy fee on credit card payment form** (See Attachment). If you elect expedited processing (completed within twenty four hours (24hrs.) after receipt by SOS), you may have the stamped copy emailed to you. Expedited processing is \$125.00 (a \$100.00 expedite fee plus the \$25.00 filing fee). If you are mailing/couriering the application and would like an acknowledgement include a copy and postage paid self-addressed envelope. The Amendment will not be registered if the credit card does not authorize and will be removed from the index if the check is dishonored (\$30 NSF fee). **All processing instructions are complete in the form and Payment Option & Filing Instructions; cover letters are not necessary and will not be reviewed.**

(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](http://www.sos.alabama.gov) under the Records tab. Record Searches, click on Business Entity Records, 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 reservation certificate from the Office of the Alabama Secretary of State must be attached (must be acquired prior to submitting Amendment).

4. The name of the foreign entity has been legally changed to (insert “no change” if not applicable) :

\_\_\_\_\_

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5. The name of the foreign entity for use in Alabama only if different from the legal name\* :

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\*A fictitious name may be used **only** if the legal name is not available for use in Alabama or the name does not contain the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC" (10A-1-5.06).

6. If a fictitious name is used the undersigned certifies the resolution of the LLC's governing authority to adopt the fictitious name for use in Alabama and affirms the authority to make such a certification under 10A-1-7.07.

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

8. Change Street (**No PO Boxes**) Address of principal office to: \_\_\_\_\_

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Change Mailing Address of principal office to (if different): \_\_\_\_\_

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9. Change state/country of formation to: \_\_\_\_\_

10. Attach copies of any other amendments. \_\_\_\_\_ Copies attached.

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Date

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Typed Name and Title of Signature Below

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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](http://www.sos.alabama.gov) and go to the 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: \_\_\_\_\_  
(Only expedite filings) **No paper copy will be sent if emailed.**

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

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 twenty four hours (24) after 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.