



**STATEMENT OF CHANGE OF REGISTERED AGENT,
REGISTERED OFFICE, OR BOTH**

Base Filing fee: \$0.00 + \$20.00 for manual processing
(form must be typed).

File #: _____

The undersigned entity submits the following statement for the purpose of changing its registered agent, its registered office, or both, in the State of Idaho.

1. The name of the entity is:

2. The name and street address of the **old** registered agent and office is:

3. The name and street address of the **new** registered agent and office in Idaho is:

(not a PO box or PMB)

I consent to serve as registered agent for the above-named entity.

(Signature of new registered agent)

(Date)

Date: _____

Signature: _____

Printed: _____

Capacity: _____

Secretary of State use only



INSTRUCTIONS

Provide contact information where you can be reached:

Phone Number

Email Address

- This form may be used to change the registered agent and/or registered office of a Corporation, Limited Liability Company, Limited Partnership or Limited Liability Partnership (Idaho Code section 30-409).
- This form is **not** used to make a business entity mailing address change. To change the business mailing address, use either the Secretary of State's office preprinted form, or a letter or memo, preferably on company stationary, showing the old address, the new address and a signature of a corporate officer, LLC member or manager or general partner.
- If appointing a new registered agent, the newly appointed registered agent must sign the change of registered agent accepting such position.
- A registered agent is the person designated to receive service of process upon litigation. A registered agent may be an individual who is a resident of Idaho, or a business entity registered with the Secretary of State's office. Assumed Business Name filings cannot be registered agents. This person or business entity must be located in Idaho at a physical address. Post Office boxes and commercial personal mail boxes are not acceptable.
- A registered agent may sign and file a statement of change only to the address of the registered office without a signature from any officer, manager, partner, etc.
- The form must also be signed by a corporate officer, LLC member or manager or general partner when a change of registered agent is being made. Please sign below the registered agent's acceptance and indicate the capacity in which you are signing.

Enclose the appropriate fee (make checks payable to Idaho Secretary of State):

- a. The fee is \$20.00 (includes additional \$20.00 for a non-electronic form for manual entry).
- b. If expedited service is requested, add an additional \$40.00 to the filing fee.
- c. If 'same day' service is requested, add \$100.00 to the filing fee.

Mail or deliver to: Office of the Secretary of State
450 N 4th Street
PO Box 83720
Boise ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.