



CHESTER J. CULVER
Secretary of State
State of Iowa

**STATEMENT OF CHANGE
 OF REGISTERED OFFICE
 AND/OR
 REGISTERED AGENT**

Pursuant to Iowa law, the undersigned submits this Statement to change the business entity's registered office and/or registered agent in Iowa. **Read the INSTRUCTIONS on the back of this form before completing the information and signing below.**

1. The **NAME** of the business entity is: _____ .

2. The street address of the **CURRENT** registered **OFFICE** as indicated on the Secretary of State's records is:

_____ .
 street city state zip

3. The street address of the **NEW** registered **OFFICE** is:

_____ .
 street city state zip

4. The name of the **CURRENT** registered **AGENT** as indicated on the Secretary of State's records is:

_____ .
(If more than one AGENT is registered, indicate which one is being replaced.)

5. The name of the **NEW** registered **AGENT** is: _____ .

6. If the **REGISTERED AGENT** has changed, the **NEW** Registered Agent must sign here, consenting to their appointment, or attach their written consent to this form.

_____ .
 Signature of **NEW** Registered Agent

Complete **ONLY** if the Registered Agent changes.

7. If the **REGISTERED AGENT** changes the street address of their business office on this form, the Registered Agent must sign here indicating that NOTICE of the change has been given to the business entity.

_____ .
 Signature of Registered Agent

Complete **ONLY** if the Registered Agent changes the street address of their business office.

8. After any/all change(s) are made, the street address of the registered office and the street address of the business office of the registered agent will be identical.

9. Signature by authorized* representative: _____ Date: _____
 *See instruction #9 on back

Print Name and Title: _____ () _____
 Name and Title Telephone Number

INSTRUCTIONS FOR STATEMENT OF CHANGE OF REGISTERED OFFICE AND/OR REGISTERED AGENT

All Business Entities must submit a Statement of Change form to change the Registered Office and/or Registered Agent in Iowa.

It is important to read these INSTRUCTIONS before you fill out the Change form. The numbers on these instructions correspond to the numbering on the form. **PLEASE PRINT LEGIBLY.**

1. Print the full name of the Business Entity on line 1. Several types of Business Entities use this same form, so include the suffix and proper punctuation.
2. & 3. Print the street address, city, state and zip code of the CURRENT and the NEW Registered Office.
4. & 5. Print the full name of the CURRENT and the NEW Registered Agent.
6. The NEW Registered Agent, if any, must sign line 6, consenting to their appointment, or attach a separate written consent to this form.
7. If the Registered Agent changes the street address of their business office, they must NOTIFY the business entity and sign line 7, indicating that NOTICE has been given.
8. Line 8 requires no information. However, it is a required statement, and should be used as a check to verify that, after changes, the street address of the registered office and the street address of the business office of the registered agent are the same.
9. Line 9 of the *Statement of Change* form should be signed as follows. It must also state the date signed, the person's name, and the capacity in which the person signed.
 - a. Profit, Nonprofit, and Professional Corporations:*
By the chairperson of the board of directors, the president, or another officer of the corporation.
 - b. Limited Liability Companies:*
By a manager, or if no managers have been selected, by any member.
 - c. Limited Partnerships:*
By a general partner, with the additional requirement that A FOREIGN LIMITED PARTNERSHIP'S FILING MUST BE NOTARIZED.
 - d. Partnerships:*
By two or more partners, a person authorized under Iowa Code ch. 486A, or other law.
 - e. Cooperative Associations:*
By the association's presiding officer of the board of directors, or the president or other officer.
 - f. Cooperative Corporations:
By one of the cooperative's officers.

* If the Business Entity is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary.

There is **NO** FILING FEE.

One copy is to be delivered or faxed to the Secretary of State for filing.

SEND TO:

Secretary of State
Change of Office/Agent Form
Business Services Division
Lucas Bldg., 1st Floor
Des Moines, IA 50319

PHONE: 515/ 281-5204 FAX: 515/ 242-5953