



## **INSTRUCTIONS: STATEMENT OF CHANGE/DESIGNATION OF REGISTERED AGENT**

**Purpose:** A Statement of Change/Designation of Agent may be used to change the registered agent for a business entity or to update the current registered agent's contact information.

**General Instructions:** Use dark ink only. Complete the entire form and enter all requested information in the fields provided. At our website [www.sos.wa.gov/corporations](http://www.sos.wa.gov/corporations) a fillable .pdf version of this form is available or you can file online at <https://ccfs.sos.wa.gov>

**Mail:** Send the completed form and payment to the address listed above.

**Payment:** Make checks or money orders payable to "Secretary of State." Checks cannot be backdated more than 60 days from the date the check is received.

**Fees:** There is no filing fee to update or change the Registered Agent.

**Expedited Service:** If expedited service is requested, an *additional* \$100 must be added to the filing fee. Check the box indicating expedited service on page one.

### **ALL FILING FEES ARE NON-REFUNDABLE. ALL DOCUMENTS ARE PUBLIC RECORD.**

**(1) Unified Business Identifier (UBI):** Provide the UBI Number assigned to the business registration as on file with the Office of the Secretary of State of Washington. The UBI Number and name of the business **must** match our records in order to be accepted.

**(2) Business Name:** Provide the name as recorded with the Office of the Secretary of State of Washington.

**(3) Currently Recorded Registered Agent Contact Information Update:** If only the address of the Registered Agent contact information has changed, indicate by selecting, "Yes" and provide the new address, email address, or phone number.

**(4) Authorized Person:** Sign, print, provide the signer's title, and date the document. This section is required for both an address change and for a registered agent change provided on page 2.

**(5) Registered Agent:** If the Registered Agent has changed, indicate by selecting, "Yes" and provide the new Registered Agent information on page 2.

**NEW Registered Agent:** All businesses must have a Registered Agent in Washington State per RCW 23.95.415. Select only **one** type of agent. The Consent of the Registered Agent **must** be signed, regardless of the type of Registered Agent. Print the name and title of the person signing and provide the date of signature.

- **Commercial Registered Agent** is a business or individual registered with the Office of the Secretary of State, whose nature of business it is to receive legal documents, notices, or demands required or permitted by law to be served on behalf of the business. A Commercial Registered Agent has a verified address on record with the Office of the Secretary of State.
  - Select "Yes" or "No."
    - If "Yes," provide the name of the Commercial Registered Agent. An address is not required.
    - If "No," continue to Noncommercial Registered Agent.
- **Noncommercial Registered Agent** is a business or individual who agrees to receive legal documents, notice, or demand required or permitted by law to be served on behalf of the business.
  - Identify the Registered Agent.

- Individual: Write the individual's first and last name.
- Business: Write the business' full name.
- Office/Position: Write the office or position title held within the business such as President, Secretary, Treasurer, or Member.
- Provide the required **physical** street address of the Noncommercial Registered Agent. You may also provide the mailing address if needed. Addresses **must** be in Washington State.
- Provide a contact phone number and email address. This information will be used if there are any questions regarding the submission.

**Consent to serve as Registered Agent:** Sign, print, provide the signer's title, and date the document. The signer must be the new Registered Agent as listed above.

For a rapid response to questions, requests for assistance, or to provide feedback, please visit the Corporations and Charities website at [www.sos.wa.gov/corporations](http://www.sos.wa.gov/corporations) to chat with a representative.



**WASHINGTON**  
Secretary of State

Corporations & Charities Division

Overnight address by commercial carrier: 801 Capitol Way S Olympia, WA 98501-1226

Mailing Address (ALL USPS): PO Box 40234 Olympia, WA 98504-0234

Tel: 360.725.0377 | Website: www.sos.wa.gov/corporations-charities

**THIS BOX FOR OFFICE USE ONLY**

No Filing Fee

To Expedite Filing, Add \$100

**STATEMENT OF CHANGE/ DESIGNATION OF REGISTERED AGENT**

[RCW 23.95.415](#)

(1) UBI No.: \_\_\_\_\_

(2) BUSINESS ENTITY NAME: \_\_\_\_\_

**(3) CURRENTLY RECORDED REGISTERED AGENT CONTACT INFORMATION UPDATE:**

Has only the contact information of the currently recorded registered agent changed? (Check one)  Yes  No

If Yes, complete the new contact information below, page 2 will not need to be submitted.

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Street Address: (required)**

Must be a physical address; No PO Box or PMB

Country: United States State: Washington

Address : \_\_\_\_\_

Zip: \_\_\_\_\_ City: \_\_\_\_\_

**Mailing Address (optional)**

Check if mailing address is the same as street address

Country: United States State: Washington

Address : \_\_\_\_\_

Zip: \_\_\_\_\_ City: \_\_\_\_\_

**(4) AUTHORIZED PERSON:**

I hereby certify, under penalty of law, that the above information is accurate and complies with the filing requirements of state law.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

(5) Has the registered agent changed? (Check one)  Yes  No

If Yes, the authorized person signature above and page 2, including the new registered agent consent, are required.

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**NEW REGISTERED AGENT: Required ONLY if question 5 was marked Yes**

A **Registered Agent** is an agent of a business which is authorized to receive service of any process, notices, or demands required or permitted by law to be served on the business including hand delivered service of process.

All businesses must have a Registered Agent in Washington State per [RCW 23.95.415](#)

Provide the name of the *Commercial Registered Agent* **OR** *Non-Commercial Registered Agent*. The appointed agent must sign the **Consent to Serve** statement below.

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**COMMERCIAL REGISTERED AGENT**

A *Commercial Registered Agent* is a business or individual that is registered specifically as a Commercial Agent with the Office of the Secretary of State to receive legal documents on behalf of a corporation. A Commercial Registered Agent address has been registered with this office in advance and does not need to provide it with this submission.

If applicable, provide the name of the Commercial Registered Agent: \_\_\_\_\_

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**NON-COMMERCIAL REGISTERED AGENT**

A *Non-Commercial Registered Agent* is a person, business, or office or position title appointed to serve as the registered agent for a business. A street address located in Washington State and an email address are required; a phone number and separate Washington State mailing address are optional.

*If multiple types are listed the first type will be entered by this office*

- **Type 1:** If an **individual** is serving as the Registered Agent, only provide the individual's first and last name below.
- **Type 2:** If a **business** is serving as the Registered Agent, only provide the name of the business below.
- **Type 3:** If an **office** or **position** within the business is serving as the Registered Agent, only provide the position title such as President, Secretary, Treasurer, or Member below.

**Registered Agent:** \_\_\_\_\_

Phone: (optional) _____	Email: _____
<b>Street Address: (required)</b> Must be a physical address; No PO Box or PMB Country: <u>United States</u> State: <u>Washington</u> Address : _____ _____ Zip: _____      City: _____	<b>Mailing Address (optional)</b> <input type="checkbox"/> Check if mailing address is the same as street address Country: <u>United States</u> State: <u>Washington</u> Address : _____ _____ Zip: _____      City: _____

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**CONSENT TO SERVE AS REGISTERED AGENT - REQUIRED FOR ALL TYPES**

I hereby consent to serve as Registered Agent in the State of Washington for the named business. I understand it will be my responsibility to accept service of process, notices, and demands on behalf of the business; to forward mail to the business; and to immediately notify the Office of the Secretary of State if I resign or change the Registered Office Address.

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**Signature of Registered Agent**                      **Printed Name/Title**                      **Date**

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