

Jay Dardenne  
Secretary of State



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

(R.S. 12:104 & 12:236)

Enclose \$25 filing fee  
Domestic Corporation (Business or Non Profit)  
Make remittance payable to  
Secretary of State  
*Do Not Send Cash*

Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Phone (225) 925-4704  
Web Site: [www.sos.louisiana.gov](http://www.sos.louisiana.gov)

Corporation Name: \_\_\_\_\_

**CHANGE OF LOCATION OF REGISTERED OFFICE**

Notice is hereby given that the Board of Directors of the above named corporation has authorized a change in the location of the corporation's registered office. The new registered office is located at: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

**CHANGE OF REGISTERED AGENT(S)**

Notice is hereby given that the Board of Directors of the above named corporation has authorized the change of the corporation's registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

**AGENT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF APPOINTMENT**

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named corporation.

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me, the undersigned Notary Public, on this date:

**NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #** \_\_\_\_\_

\_\_\_\_\_

Notary Signature

## INSTRUCTIONS

1. This form is to be used when an existing domestic corporation changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office must be authorized by the Board of Directors of the corporation, and signed by an officer or director.
3. The Change of Registered Agent(s) must be signed by the corporation's President, Vice President or Secretary and the new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public. The notice of change should be filed within thirty (30) days after the change.
4. A corporation may also change the location of its registered office or name of its registered agent by including the change in the annual report required by R.S. 12:102 and R.S. 12:205.1.
5. A duplicate original or certified copy of this form should be filed with the recorder of mortgages of the parish in which the corporation's registered office is located. If a change of registered office is from one parish to another, a duplicate original or certified copy of this form should be filed with the recorder of mortgages of the parish in which the new registered office is located, as well as in the office of the recorder of mortgages of the parish from which the registered office is changed.