

**Delaware Division of Corporations  
401 Federal Street – Suite 4  
Dover, DE 19901  
Ph: 302-739-3073  
Fax: 302-739-3812**

**Certificate of Amendment  
Changing Only the Registered Office/Agent  
of Limited Liability Company**

Dear Sir or Madam:

Enclosed please find a form for a Certificate of Amendment Changing Only the Registered Office/Agent of a Limited Liability Company to be filed in accordance with Section 18-202 and 18-1105 (a) (11) of the Limited Liability Company Act of the State of Delaware. The fee to file the Certificate is \$50.00. You will receive a stamped “Filed” copy of your submitted document. A certified copy may be requested for an additional \$50. Expedited services are available. Please contact our office concerning these fees or you may consult our fee chart at [www.corp.delaware.gov](http://www.corp.delaware.gov). Please make your check payable to “Delaware Secretary of State”.

For the convenience of processing your order in a timely manner, please include a cover letter with your name, address and telephone/fax number to enable us to contact you if necessary. Please make sure you thoroughly complete all information requested on this form. It is important that the execution be legible, we request that you print or type your name under the signature line.

Thank you for choosing Delaware as your corporate home. Should you require further assistance in this or any other matter, please don’t hesitate to call us at (302) 739-3073.

Sincerely,

Department of State  
Division of Corporations

encl.  
rev. 08/11

*Special Instructions – Certificate of Amendment Changing Only  
the Registered Office/Agent of a Limited Liability Company*

*This form is to be used as a Template only. The following instructions will help you in correctly completing your Amendment Certificate. The instructions will be numbered to correspond with the article it is referencing.*

- 1. The current name of the limited liability company exactly as it appears in our records. Please visit our website to verify the name.*
- 2. List the new name and address of the registered office and registered agent you are appointing to accept service of process for the limited liability company.*

***Execution Block*** - *The document must be signed by an authorized person of the limited liability company pursuant to Section 18-204 of Title 6, Chapter 18. The name of the person must be typed or written legibly underneath the signature.*

*Please feel free to call our office at 302-739-3073 for assistance in completing this form.*

*Sincerely,*

*Delaware Division of Corporations*

**STATE OF DELAWARE**  
**CERTIFICATE OF AMENDMENT CHANGING ONLY THE**  
**REGISTERED OFFICE OR REGISTERED AGENT OF A**  
**LIMITED LIABILITY COMPANY**

The limited liability company organized and existing under the Limited Liability Company Act of the State of Delaware, hereby certifies as follows:

1. The name of the limited liability company is \_\_\_\_\_  
\_\_\_\_\_.

2. The Registered Office of the limited liability company in the State of Delaware is changed to \_\_\_\_\_  
\_\_\_\_\_ (street), in the City of \_\_\_\_\_,  
Zip Code \_\_\_\_\_. The name of the Registered Agent at such address upon whom process against this limited liability company may be served is \_\_\_\_\_  
\_\_\_\_\_.

By: \_\_\_\_\_  
Authorized Person

Name: \_\_\_\_\_  
Print or Type