

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

**Certificate of Change of Registered Agent/Office
for Corporation**

Dear Sir or Madam:

Enclosed please find a form for a Certificate of Change of Registered Agent and/or Office to be filed in accordance with Section 133 of the General Corporation Law of the State of Delaware. The fee to file the Certificate is \$50.00 (\$5.00 for non-profit corporations). If your document is more than 1 page, please include \$9.00 for each additional page. 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. 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. 02/11

Special Instructions – Certificate of Change of Registered Agent/Office of a Corporation

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

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

Execution Block - *The document must be signed by an authorized officer of the corporation pursuant to Section 103 of Title 8. The name of the person must be typed or written legibly underneath the signature.*

This form contains information required by statute; if you need to add additional information permitted by statute you may draft a new document. 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 CHANGE OF REGISTERED AGENT
AND/OR REGISTERED OFFICE**

The corporation organized and existing under the General Corporation Law of the State of Delaware, hereby certifies as follows:

1. The name of the corporation is _____
_____.

2. The Registered Office of the corporation in the State of Delaware is changed to _____
_____ (street), in the City of _____,
County of _____ Zip Code _____. The name of the
Registered Agent at such address upon whom process against this Corporation may be
served is _____.

3. The foregoing change to the registered office/agent was adopted by a resolution of
the Board of Directors of the corporation.

By: _____
Authorized Officer

Name: _____
Print or Type