

STATE OF LOUISIANA  
SECRETARY OF STATE

Nancy Landry  
SECRETARY OF STATE



Commercial Division  
(225) 925-4704

Fax Numbers  
(225) 932-5314 Corporations  
(225) 932-5317 Legal Services  
(225) 932-5318 UCC

**TRANSMITTAL INFORMATION  
For All Business Filings**

Please indicate below the level of service requested, payment and contact information

Routine

Expedite \$30  
24 hour processing

Priority Expedite \$50  
2-4 hour processing

Check or Money Order Enclosed

\*Do not put credit card information on this form. You may save payment information in your geauxBIZ profile under master account.

Business Name (List **exactly** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Address

City

State

Zip Code

Daytime phone number

Fax number

Email address

**NOTE: Louisiana Law requires all Louisiana notaries to print or type their name and notary or bar roll number on the document.**

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125  
Office Location: 8585 Archives Ave., Baton Rouge, LA \* 70809  
Web Site Address: [www.sos.la.gov](http://www.sos.la.gov)

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**NOTICE OF CHANGE OF REGISTERED OFFICE  
AND/OR CHANGE OF REGISTERED AGENT**  
(R.S. 12:236)

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

Return to: Commercial Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
www.sos.la.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:

\_\_\_\_\_

\_\_\_\_\_  
To be signed by an officer or a director 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
President, Vice President or Secretary 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 Signature, Printed Name and Notary/Bar Roll #

## **INSTRUCTIONS**

1. This form is to be used when an existing domestic non profit 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 acknowledgment 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. 12:205.1.
5. A duplicate original or certified copy of this form should be filed with the clerk of court of the parish in which the corporation's registered office is located (or with the recorder of mortgages in the Orleans Parish). 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 clerk of court (or with the recorder of mortgages in the Orleans Parish) in which the new registered office is located, as well as in parish from which the registered office is changed.