



**Office of the Secretary of State  
Corporations Section  
P.O. Box 13697  
Austin, Texas 78711-3697**

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**STATEMENT OF CHANGE OF  
ADDRESS OF REGISTERED AGENT**

1. The name of the entity represented is \_\_\_\_\_  
The entity's file number is \_\_\_\_\_
2. The address at which the registered agent has maintained the registered office address for such entity is: (Please provide street address, city, state and zip code presently shown in the records of the secretary of state.)  
\_\_\_\_\_
3. The address at which the registered agent will hereafter maintain the registered office address for such entity is: (Please provide street address, city, state and zip code. The address must be in Texas.)  
\_\_\_\_\_
4. Notice of the change of address has been given to said entity in writing at least 10 business days prior to the submission of this filing.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of registered agent

\_\_\_\_\_  
Signature of registered agent

**IF THE ENTITY REPRESENTED IS A LIMITED PARTNERSHIP, THE STATEMENT MUST BE NOTARIZED. NOTARIZATION OF THE STATEMENT IS NOT REQUIRED IF THE ENTITY IS A CORPORATION, FINANCIAL INSTITUTION OR A LIMITED LIABILITY COMPANY.**

State of Texas §

County of \_\_\_\_\_ §

Subscribed and sworn to before me on \_\_\_\_\_ by  
(date)

\_\_\_\_\_  
(name of person sworn)

(Notary Seal)

\_\_\_\_\_  
Signature of Notary  
Notary Public, State of Texas

## INSTRUCTIONS

1. It is recommended that you call (512) 463-5555 to verify the information in items 1 and 2 as it currently appears on the records of the secretary of state before submitting the statement for filing. You also may e-mail an inquiry to [corpinfo@sos.state.tx.us](mailto:corpinfo@sos.state.tx.us). As information on out-of-state financial institutions is maintained on a separate database, you must call (512) 463-5701 to verify registered agent and registered office information.
2. You are required by law to provide a street address in item 3 unless the registered office is located in a city with a population of 5,000 or less. The purpose of this requirement is to provide the public with notice of a physical location at which process may be served on the registered agent. A statement submitted with a post office box address or a lock box address will not be filed.
3. The statement must be signed by the registered agent of record. If the registered agent is a corporation, limited liability company, partnership, or other person, it must be signed by an authorized officer, member or manager, general partner, or other duly authorized representative. If the registered agent is simultaneously filing statements as to more than one entity, each statement may contain facsimile signatures in the execution. Prior to signing, please read carefully the statements set forth in this document. A person commits an offense under the Texas Business Corporation Act, the Texas Non-Profit Corporation Act or the Texas Limited Liability Company Act if the person signs a document the person knows is false in any material respect with the intent that the document be delivered to the secretary of state for filing. The offense is a Class A misdemeanor.
4. Please attach the appropriate fee for each entity represented by the registered agent:

Business Corporation	\$15.00, but not to exceed \$750
Non-Profit Corporation	\$15.00, but not to exceed \$250
Limited Liability Company	\$10.00, but not to exceed \$500
Limited Partnership	\$50.00, but not to exceed \$2500

The fee for an out-of-state financial institution other than a credit union is the same as the fee established for business corporations. The fee for an out-of-state credit union is the same as the fee assessed for a nonprofit corporation. Personal checks and MasterCard®, Visa®, and Discover® are accepted in payment of the filing fee. Fees paid by credit card are subject to a statutorily authorized processing cost of 2.1% of the total fees.

5. Two copies of the form for each entity represented by the registered agent, along with the appropriate filing fee should be mailed to the address shown in the heading of this form. The delivery address is: Secretary of State, Statutory Filings Division, Corporations Section, James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. We will place one document on record and return a file stamped copy, if one has been provided. If the change of address is to affect a significant number of entities, please contact the secretary of state at (512) 475-2755 for further instructions and information.