

Prepared by U.S. Legal Forms, Inc.

**STATE OF CALIFORNIA**

**CHANGE OF REGISTERED AGENT PACKAGE**

**Control Number: CA-RA-0001**

**ATTENTION: READ BEFORE PROCEEDING**

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## INSTRUCTIONS

The forms necessary to change the Agent for Service of Process (a.k.a. “Registered Agent”) are contained herein. Select the form you need based on whether your firm is a Corporation, Non-Profit Corporation, or Limited Liability Company, and whether your firm is domestic or foreign. There is a “foreign corporation” version of the form good for both profit and nonprofit foreign corporations operating in California. The LLC form is good for both foreign and domestic LLC’s. All forms are good for “professional” versions, for example a Professional Corporation.

The form you will file to change the registered agent is the Statement of Information form normally used to make the annual or biennial report for your business organization. **Changing your registered agent is a special use of this form outside the normal annual report function.** The **California Corporations Code §1502(e)** (click link to view) mandates that a change of registered agent be accomplished by use of this Statement of Information form filled out **in its entirety** (not just the *Agent for Service of Process* section) to update the Secretary of State’s records immediately upon change of the registered agent (rather than waiting for the appropriate time to file the usual annual or biennial report).

Select the one appropriate form for your type of business organization (Corporation, Non-Profit Corporation, or LLC). Download the form and complete it in its entirety. Follow the instructions on the form. Mail in the form to the address given therein with the appropriate filing fee.

### DOWNLOAD NOTE

*These forms are in .pdf format and you will need the free Adobe Acrobat Reader to view the form. In the unlikely circumstance that the Adobe Acrobat Reader is not installed on your computer, you can download it free from <http://www.adobe.com/products/acrobat/readstep2.html>. The download is quick and easy.*

*Click the appropriate link below, or copy (or type) the link into the address window of your web browser.*

- (1) To download the STATEMENT OF INFORMATION form to change the *Agent for Service of Process* for a **Domestic For-Profit Corporation** (Domestic Stock Corporation), use this download link:

<http://www.uslegalforms.com/incorporation/CA/CA-RA-INC-Change.pdf>

- (2) To download the STATEMENT OF INFORMATION form to change the *Agent for Service of Process* for a **Domestic Nonprofit Corporation**, use this download link:

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- (3) To download the STATEMENT OF INFORMATION form to change the *Agent for Service of Process* for a **Foreign Profit OR Nonprofit Corporation**, use this link:

<http://www.uslegalforms.com/incorporation/CA/CA-RA-FC-Change.pdf>

- (4) To download the STATEMENT OF INFORMATION form to change the *Agent for Service of Process* for a **Domestic OR Foreign Limited Liability Company** (LLC), use this download link:

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