



New Mexico

## Secretary of State

Business Services Division

325 Don Gaspar, Suite 300 · Santa Fe, NM 87501

(800) 477-3632 · [www.sos.state.nm.us](http://www.sos.state.nm.us)

### CHANGE OF REGISTERED OFFICE OR REGISTERED AGENT PURPOSE AND INSTRUCTIONS

REQUIREMENTS FOR CHANGING THE REGISTERED OFFICE OR REGISTERED AGENT

**FILING FEES:** See form for the applicable filing fee. Payment of fees must be made by check or money order, made payable to the New Mexico Secretary of State.

**DOCUMENT SUBMISSION ADDRESS:** New Mexico Secretary of State, 325 Don Gaspar, Suite 301, Santa Fe, NM 87501. We accept regular/courier mail and walk-in submissions.

**PURPOSE OF FILING:** A limited liability company or corporation may change its registered office or registered agent. The registered agent is responsible for accepting legal paperwork (Service of Process) on the entity's behalf and forwarding that documentation to the entity being served.

**FILING:** An authorized officer of the limited liability company or corporation may file with the Secretary of State: (1) the signed original of the Statement of Change of Registered Office or Registered Agent form and (2) the applicable filing fee. If the Secretary of State determines that the documents delivered for filing conform with the provisions of the Limited Liability Company /Corporations Acts, it shall, when all required filing fees have been paid, retain the signed original in the files of the Secretary of State and return a file-stamped copy of the Statement of Change of Registered Office or Registered Agent.

**EXECUTION OF DOCUMENTS:** The Statement of Change must be executed (signed) by an authorized officer. The printed name and title must appear next to the signature. The new registered agent must sign the Statement of Acceptance page. The authorized officer executing the document may do so as an attorney-in fact.

#### FORM INSTRUCTIONS (Steps correspond to form)

**STEP ONE:** Enter the entity name as it currently appears in the Secretary of State's records.

**STEP TWO:** Enter the Business ID # (found on the original Certificate of Organization/Incorporation or on-line at <https://portal.sos.state.nm.us/BFS/online/CorporationBusinessSearch>).

**STEP THREE:** Enter the current registered agent's name.

**STEP FOUR:** Enter the current registered agent's address.

**STEP FIVE:** Enter the successor registered agent's name.

**STEP SIX:** Enter the registered office's address if it has changed.

**STEP SEVEN:** Enter the entity's principal place of business address in New Mexico if it's different from the registered office address.

**STEP EIGHT:** Enter the entity's mailing address.

**STEP NINE:** Enter the executed date, signature of authorized officer and the printed name and title.

**STEP TEN:** The successor registered agent must sign the Statement of Acceptance form. Only complete the applicable box.