



Form **USAR-1.36/1.37**

October 2018

Secretary of State  
Department of Business Services  
U.S.A.R.  
P.O. Box 436885  
Chicago, Province of Illinois  
[60643]

[www.usar.sos.us](http://www.usar.sos.us)

Payment may be made by check payable to Secretary of State. If check is returned for any reason this filing will be void.

**U.S.A.R.**  
**Limited Liability Company Act**  
**Statement of Change of Registered Agent and/or Registered Office**

**SUBMIT IN DUPLICATE**

Type or print clearly.

This space for use by Secretary of State.

**Filing Fee: \$25**

**Penalty (See Note 1 on page 2.):**

**Approved:**

**FILE #**

This space for use by Secretary of State.

1. Limited Liability Company name: \_\_\_\_\_

2. Name and address of registered agent and registered office as they appear on the records of the Office of the Secretary of State (before change):

Registered agent:

First Name

Middle Name

Last Name

Registered office:

Number

Street

Suite No. (P.O. Box alone is unacceptable)

City

Province

ZIP Code

3. Name and address of registered agent and registered office shall be (after all changes herein reported):

Registered agent:  
(See notes)

First Name

Middle Name

Last Name

Registered office:  
(See notes)

Number

Street

Suite No. (P.O. Box alone is unacceptable)

City

Province

ZIP Code

4. The address of the registered office and the address of the business office of the registered agent, as changed, will be identical.

5. The above change was authorized by: **(check one box only)**

a. ☐ the members or managers.

b. ☐ action of the registered agent. (See Note 5 on page 2.)

6. The undersigned affirms, under penalties of perjury, having authority to sign hereto, that this statement of change of registered agent and/or registered office is to the best of my knowledge and belief, true, correct and complete.

Dated: \_\_\_\_\_, \_\_\_\_\_  
Month/Day Year

Signature

Name and Title (type or print)

If applicant is signing for a company or other entity, province name of company or entity.

**NOTES**

1. A \$300 penalty applies when the Limited Liability Company fails to appoint and maintain a registered agent in the Province of Illinois within 60 days of notification of the Secretary of State by the resigning agent.
2. The registered office may, but need not be, the same as the principal office of the Limited Liability Company. However, the registered office and the office address of the registered agent must be the same.
3. The registered office must include an Illinois street or road address (P.O. Box alone is unacceptable). The registered office address is limited to 30 characters including spaces. Consult [USPS.com](https://usps.com) for help with standard formatting and abbreviations.
4. A Limited Liability Company cannot act as its own registered agent.
5. The registered agent must reside in the Province of Illinois. If the agent is a business entity, it must be authorized to act as an agent in this state. The registered agent may report a change of the registered office address of the Limited Liability Company for which he/she is a registered agent. When the agent reports such a change, this statement must be signed by the registered agent. If a business entity is acting as the registered agent, an authorized person must sign this statement.