



**Division of Corporations,  
State Records and  
Uniform Commercial Code**

New York State  
Department of State  
**DIVISION OF CORPORATIONS,  
STATE RECORDS AND  
UNIFORM COMMERCIAL CODE**  
One Commerce Plaza  
99 Washington Ave.  
Albany, NY 12231-0001  
<https://dos.ny.gov>

## **DOCUMENT AND CERTIFICATE COVER SHEET**

### **Contact Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **Request for Filing of Document**

Exact Name of Entity: \_\_\_\_\_  
\_\_\_\_\_

Document Type: \_\_\_\_\_  
(i.e., Certificate of Incorporation, Articles of Organization, Certificate of Amendment, etc.):

### **Request for Copies or Certificates of Status** (Check the appropriate box)

- Exact Name of Entity: \_\_\_\_\_
- Certified Copies of all Documents on File (\$10 per document)  
 Plain Copies of all Documents on File (\$5 per document)  
 Certified Copy of \_\_\_\_\_ (\$10 per document)  
(specify document)  
 Plain Copy of \_\_\_\_\_ (\$5 per document)  
(specify document)  
 Certificate of Status - Long Form (\$25 per document)  
 Certificate of Status - Short Form (\$25 per document)

### **Method of Delivery of Filing Receipt or Other Document**

All documents will be returned to the email address listed above with the exception of certified and uncertified copies filed before July 1990.



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## CERTIFICATE OF CHANGE OF

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*(Insert Name of Domestic Limited Liability Company)*

Under Section 211-A of the Limited Liability Company Law

**FIRST:** The name of the limited liability company is:

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If the name of the limited liability company has been changed, the name under which it was organized is: \_\_\_\_\_.

**SECOND:** The date of filing of the articles of organization is: \_\_\_\_\_.

**THIRD:** The change(s) effected hereby are: *[check appropriate statement(s)]*

- The county location, within this state, in which the office of the limited liability company is located, is changed to: \_\_\_\_\_.
- The post office address to which the Secretary of State shall mail a copy of any process against the limited liability company served upon the Secretary of State by personal delivery is changed to read in its entirety as follows:  
\_\_\_\_\_.
- The email address to which the Secretary of State shall email a notice of the fact that process against the limited liability company has been served electronically upon the Secretary of State is: \_\_\_\_\_.
- The email address to which the Secretary of State shall email a notice of the fact that process against the limited liability company has been served electronically upon the Secretary of State is changed to read as follows:  
\_\_\_\_\_.
- The email address to which the Secretary of State shall email a notice of the fact that process against the limited liability company has been served electronically upon the Secretary of State is deleted.  
\_\_\_\_\_.
- The limited liability company hereby designates \_\_\_\_\_ its registered agent upon whom process against the limited liability company may be served. The street address of the registered agent is:  
\_\_\_\_\_.

The limited liability company hereby changes the designation of its registered agent to:

The street address of the registered agent is: \_\_\_\_\_.

The limited liability company hereby changes the address of its registered agent to:

The limited liability company hereby revokes the designation of its registered agent.

X  
*(Signature)*

Capacity of Signer (*Check appropriate box*):

Member

Manager

Authorized Person

## CERTIFICATE OF CHANGE OF

*(Insert Name of Domestic Limited Liability Company)*

Under Section 211-A of the Limited Liability Company Law

Filer's Name and Mailing Address:

Name: \_\_\_\_\_

Company, if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

### NOTES:

1. The name of the limited liability company and the date of filing of the articles of organization must exactly match the records of the Department of State. This information should be verified on the Department of State's website at <https://dos.ny.gov>.
2. This form was prepared by the New York State Department of State for filing a certificate of change by a domestic limited liability company. You are not required to use this form. You may draft your own form or use forms available at legal supply stores.
3. The Department of State recommends that legal documents be prepared under the guidance of an attorney.
4. The certificate must be submitted with a \$30 filing fee made payable to the Department of State.

*(For office use only)*