

## **Mass Change Registered Agent Instructions**

Our office can update the name and/or address of a registered agent on file. To do this individually, file a Statement of Change Changing the Registered Agent Information or make changes while filing your periodic report. Otherwise, our office can perform a mass change. To perform this cost-effectively, we only accept requests if the total count of records is 550 or greater.

You can do your own preliminary search to check the number of records which need changed by going to Colorado Information Marketplace (<https://data.colorado.gov/>) and searching or filtering the Agent Information in the “Business Entities in Colorado” dataset. Do not include any statuses you don’t wish to update such as merged.

Once we’ve received your request form and payment, we will prepare a spreadsheet listing all records found that match your criteria. We will email this spreadsheet to you for review and approval.

After the spreadsheet is finalized, we will email you the statement of change form along with the final processing fee. Once we have received your document and payment, we will process your request. This final run could take a couple of weeks.

Please be aware this whole process could take 2-3 months.

Questions? Call 303-894-2200, option 2

Document processing fee: \$50.00

Fees & forms are subject to change.

Paper documents must be typewritten or machine printed.

ABOVE SPACE FOR OFFICE USE ONLY

### Mass Change Registered Agent

Fee: \$50.00 at the time of application & approximately \$1.80 per record before the change is applied (non-refundable).

Fill out the form below and mail to our office along with a \$50.00 fee. Note: Requests for data sets with fewer than 550 records will not be accepted. Our office will perform an initial query to determine which records will need to be updated and send it to you for approval. After final review, we will send you a statement of change form to be returned with final payment.

Current registered agent name

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Current registered agent address

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New registered agent name (if applicable)

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New registered agent address (if applicable)

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Additional information

#### Contact information

Name

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Address

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Email

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Phone

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**Mail form with correct payment to:**

Colorado Secretary of State

1700 Broadway Ste 550

Denver, CO 80290

**Make checks payable to:** Colorado Secretary of State

**Include a separate check for each form submitted for filing.**

If a document is rejected, this will allow us to return the check at the time of rejection (if applicable). The document can be corrected and resubmitted with the returned check.

**Checks must be written for the exact amount**  
or the document may be rejected and returned.

**Do not include this page with your filing.**