



**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.



CERTIFICATE OF CHANGE OF

(Insert Name of Domestic Corporation)

Under Section 803-A of the Not-for-Profit Corporation Law

FIRST: The name of the corporation is:

If the name of the corporation has been changed, the name under which it was formed is:

SECOND: The certificate of incorporation was filed by the Department of State on:

THIRD: The change(s) effected hereby are: *(Check appropriate statement(s))*

- The county location, within this state, in which the office of the corporation is located, is changed to: _____.
- The post office address to which the Secretary of State shall mail a copy of any process against the corporation 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 corporation 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 corporation 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 corporation has been served electronically upon the Secretary of State is deleted.

The corporation hereby designates

its registered agent upon whom process against the corporation may be served.
The street address of the registered agent is:

The corporation hereby changes the designation of its registered agent to:

The street address of the registered agent is:

The corporation hereby changes the address of its registered agent to:

The corporation hereby revokes the designation of its registered agent.

FOURTH: The change was authorized by the board of directors.

X

(Signature)

(Name of Signer)

(Title of Signer)

**CERTIFICATE OF CHANGE
OF**

(Insert Name of Domestic Corporation)

Under Section 803-A of the Not-for-Profit Corporation Law

Filer's Name: _____

Address: _____

City, State and Zip Code: _____

NOTES:

1. The name of the corporation and its date of incorporation provided on this certificate 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. You are not required to use this form. You may draft your own form or use forms available at legal stationery stores.
2. The Department of State recommends that all documents be prepared under the guidance of an attorney.
3. The certificate must be submitted with a \$20 filing fee.

For Office Use Only