

**STATE OF ALABAMA  
FOREIGN CORPORATION (BUSINESS OR NON-PROFIT)  
AMENDMENT TO REGISTRATION**

PURPOSE: In order to amend the registration of a foreign entity (any entity formed outside of Alabama), the entity must deliver to the Secretary of State for filing an Amendment to Registration pursuant to Section 10A-1-7.06, Code of Alabama 1975.

INSTRUCTIONS: Mail (2) signed completed copies of the Amendment to Registration and the filing fee of \$25.00 (credit card, check, or money order) to the **Secretary of State, Business Services, P.O. Box 5616, Montgomery, Alabama, 36103-5616** or you may email your application to [foreign.entities@sos.alabama.gov](mailto:foreign.entities@sos.alabama.gov). **If you are sending this filing via email and paying the standard \$25.00 fee and would like an acknowledgement copy please mark the \$3.00**

(For SOS Office Use Only)

**copy fee on the credit card payment form.** If you elect expedited processing completed within approximately 24 hours after receipt by SOS, you may have the stamped copy emailed to you. Expedited processing is \$125.00 (a \$100.00 expedite fee plus the \$25.00 filing fee). If you are mailing/couriering the application and would like an acknowledgement include a copy and postage paid self-addressed envelope. The Amendment will not be registered if the credit card does not authorize and will be removed from the index if the check is dishonored (\$30 NSF fee). **All processing instructions are complete in this form and Payment Option & Filing Instructions; cover letters are not necessary and will not be reviewed.**

**The information completing this form must be typed or laser printed.  
FAX submissions will not be acknowledged, processed, or returned.**

1. Alabama Entity ID Number (Format: 000-000): \_\_\_\_\_ - \_\_\_\_\_ **Number is required for processing.**

**INSTRUCTION TO OBTAIN ID NUMBER TO COMPLETE FORM:** If you do not have this number immediately available (it is on the face of your original registration filing), you may obtain it on our website at [www.sos.alabama.gov](http://www.sos.alabama.gov) Records tab, Record Searches, Business Entity Records, click on Entity Name, enter the registered name of the entity in the appropriate box, and enter. The six (6) digit number containing a dash to the left of the name is the entity ID number. If you click on that number, you can check the details page to make certain that you have the correct entity – this verification step is strongly recommended.

2. The name of the foreign entity as currently registered with the Alabama Secretary of State:
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3. If amending the name of the foreign entity for use in Alabama, a copy of the name reservation certificate from the Office of the Alabama Secretary of State **must be attached** (must be acquired prior to submitting Amendment).

4. The name of the foreign entity has been legally changed to (insert 'no change' if not applicable)
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5. The name of the foreign entity for use in Alabama only if different from the legal name\*:

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\* Fictitious names are only allowed if the legal name is not available or the entity identification required by Title 10A, Chapter 5 must be added. If entity name is different from the legal name of the entity in the jurisdiction of formation (other than adding an entity identifier such as Inc, Corp, etc.) a copy of a resolution of the entity's governing authority, certified by its Secretary, adopting the fictitious name for use in Alabama must be attached. \*

6. Change Street (No PO Boxes) Address of principal office to: \_\_\_\_\_

Change Mailing Address of principal office to (if different): \_\_\_\_\_

7. Change state/country of incorporation/formation to: \_\_\_\_\_

8. If this amendment involves a name change or a jurisdiction change a **copy** of the foreign entity's amendment documents **duly certified** by the Secretary of State or other official having custody of corporate records in the state or other jurisdiction under whose law the entity is incorporated is attached.

9. Attach copies of any other amendments. \_\_\_\_\_ Copies attached.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name **and** Title of Signature Below

\_\_\_\_\_  
Signature of Person Authorized to Sign per 10A-1-4.01, *Alabama Code*

In order to review the sections of the *Code of Alabama 1975* referred to in this filing form you may access [www.sos.alabama.gov](http://www.sos.alabama.gov) and Go to the Records tab. Choose the Code of Alabama link to review.

