



## *Paragon Document Research Inc.*

Nationwide / International  
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E-mail: [paragon@qwest.net](mailto:paragon@qwest.net)

## Non-Profit Registered Office Address Change

Dear Corporate Officer:

Please find enclosed a Change of Registered Office Address/Registered Agent form for your Minnesota Corporate entity. Please complete the form and administer a check made payable to Paragon Document Research Inc. for \$25.00 to cover processing fees.

Please note that the fees for the Change of Registered Office Address *are separate* from the Annual Registration fees. If you do not wish to make any changes to your Registered Office Address, no further action is required.

**If you DO NOT wish to change this address, no action is necessary, and your annual will be filed with the current Registered Agent address.**

You are required by law to keep your Registered Office Address Profit Registered Address current with the Minnesota Secretary of State's Office; therefore, you must make any changes within ten days of receiving a notice from the Minnesota Secretary of State.

Also, your 2014 Annual Renewal will be filed and proof will be sent back to you; however, your Change of Address may be delayed due to the Secretary of State's backlog of data processing..

Thank you for prompt return of your documentation for expedient filing with the Minnesota Secretary of State's Office. If you have any questions, please do not hesitate in contacting us at 612-767-6844.

Sincerely,

*Beth Johnson*

Document Analyst

Paragon Document Research, Inc.  
Your Minnesota Filing Service Company

MAILING ADDRESS:

Paragon Document Research, Inc.  
PO Box 4627  
St. Paul, MN 55101

JLM:BJ enclosures



# MINNESOTA SECRETARY OF STATE NOTICE OF CHANGE OF REGISTERED OFFICE/REGISTERED AGENT

Read the instructions before completing this form.

1. Entity Name: \_\_\_\_\_

2. New Registered Office Address: List a complete street address or rural route and rural route box number.

\_\_\_\_\_ MN  
Street (A post office box by itself is not acceptable) City State Zip Code

3. New Registered Agent:  
\_\_\_\_\_

Note: Some business types do not require an agent to be listed. If you do not wish to designate an agent, you must list "NONE" in this box. **DO NOT LIST THE ENTITY NAME.**

If the business entity has changed their agent or the registered office address, this change was authorized by a resolution approved by the affirmative vote of a majority of the governing body of the business entity as required by Section 5.36, Subd. 3. If the agent has changed their name or their address, then a copy of the change has been sent to the business entity or their legal representative as required by Section 5.36, Subd. 5. In compliance with Section 5.36, the address of the registered office and the address of the business office of the registered agent(s) are identical.

I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

\_\_\_\_\_  
Signature of Authorized Person or Authorized Agent

Name & Telephone Number of a Contact Person:

\_\_\_\_\_  
Name (please print legibly) Telephone Number

Minnesota Business Corporations, Minnesota Cooperatives, and Minnesota and Foreign Liability Companies: \$55.00 for in-person filing.

Minnesota Nonprofit Corporations: No \$35.00 fee is due unless you are adding, removing or changing the agent, in which case a \$55.00 fee is charged for in-person filing.

Foreign Corporations and Foreign Cooperatives: \$70.00 fee for filing in-person.

## INSTRUCTIONS

This form is used for changing the registered office address and/or registered agent listed with the Office of the Secretary of State.

Retain a copy of this document for your records and submit a legible photocopy for filing with the Secretary of State.

- Line 1** Fill in the name of the entity exactly as it appears in the original organizing document or subsequent amendments.
- Line 2** The registered office address is the legal location for service of process or notice(s) sent to the entity. If you are using this form to change the registered office address, list the new address on this line. The registered office address must be a complete street address, or rural route AND rural box number. A post office box number is not acceptable. This MUST be a Minnesota address.
- Line 3** The registered agent accepts service of process or notice(s) sent to the entity. The registered agent must be a person residing in Minnesota, a Minnesota entity, or a foreign entity authorized to do business in this state. Do not list your entity name on this line because a entity may not act as its own agent.

### Sign the form

Minnesota Statutes require that an officer, representative, or authorized agent sign the form. (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).)

### Contact person

Print the name and daytime telephone number of the person who may be contacted if there are any questions about this filing.

**Make check payable to:**  
Paragon Document Research, Inc.

**MAIL TO:**  
Paragon Document Research, Inc.  
PO Box 4627  
St. Paul, MN 55101-4627

612-767-6844 / 1-800-892-4235  
(Staffed 9:00 – 5:00, Monday – Friday, excluding holidays)

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.