


**PENNSYLVANIA DEPARTMENT OF STATE  
BUREAU OF CORPORATIONS AND CHARITABLE ORGANIZATIONS**

<input type="checkbox"/> Return document by mail to:  <hr/> Name  <hr/> Address  <hr/> City <span style="float: right;">State <span style="float: right;">Zip Code</span></span>  <input type="checkbox"/> Return document by email to: _____	Change of Registered Office DSCB:15-1507/5507/8625/8825 (rev. 2/2017)   15076
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Read all instructions prior to completing. This form may be submitted online at <https://www.corporations.pa.gov/>.

Fee: \$5    The type of domestic association (check only one):

Business Corporation       Limited Liability Company       Limited Liability Limited Partnership  
 Nonprofit Corporation       Limited Partnership

In compliance with the requirements of the applicable provisions of 15 Pa.C.S. § 1507/5507/8625/8825 (relating to change of registered office), the undersigned domestic corporation, limited liability company, limited partnership or limited liability limited partnership, desiring to effect a change of registered office, hereby states that:

1. The name of the association is: \_\_\_\_\_

2. The current registered office address as on file with the Department of State. *Complete part (a) OR (b) – not both:*

(a) \_\_\_\_\_  
Number and street City State Zip County

(b) c/o: \_\_\_\_\_  
Name of Commercial Registered Office Provider County

3. New address. *Complete part (a) OR (b) – not both:*

(a) The address in this Commonwealth to which the registered office of the corporation, limited partnership, limited liability limited partnership or limited liability company is to be changed is:

\_\_\_\_\_  
Number and street City State Zip County

(b) The registered office of the corporation, limited partnership, limited liability partnership, limited liability limited partnership or limited liability company shall be provided by:

c/o: \_\_\_\_\_  
Name of Commercial Registered Office Provider County

4. *For corporations only:* Such change was authorized by the Board of Directors of the corporation.

IN TESTIMONY WHEREOF, the undersigned has caused this Statement or Certificate of Change of Registered Office to be signed by a duly authorized officer, general partner, member or manager thereof this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Corporation/Limited Partnership/  
Limited Liability Limited Partnership/Limited Liability Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Pennsylvania Department of State**  
**Bureau of Corporations and Charitable Organizations**  
**P.O. Box 8722**  
**Harrisburg, PA 17105-8722**  
**(717) 787-1057**  
**Website: [www.dos.pa.gov/corps](http://www.dos.pa.gov/corps)**

## General Information

Typewritten is preferred. If handwritten, the form must be legible and completed in black or blue-black ink in order to permit reproduction. The nonrefundable filing fee for this form is \$5.

Checks should be made payable to the Department of State. Checks must contain a commercially pre-printed name and address.

This form and all accompanying documents, including any necessary governmental approvals, shall be mailed to the address stated above.

### Who should file this form?

Every domestic corporation, limited liability company, limited partnership and limited liability limited partnership shall have and continuously maintain in this Commonwealth a registered office. Before a change of location of registered office becomes effective, the association either shall amend its organic record to reflect the change in location or shall file in the Department of State a statement of change of registered office executed by the association.

This form may be used by a domestic limited partnership which has registered as a limited liability limited partnership pursuant to 15 Pa.C.S. § 8201. A domestic general partnership which has registered as a limited liability partnership pursuant to 15 Pa.C.S. § 8201 must use form DSCB:15-8201B (Domestic Registered Limited Liability Partnership - Statement of Amendment) to amend the address of its principal place of business. A business trust may change its registered office location by an amendment of the trust instrument. See 15 Pa.C.S. § 9504.

This form may not be used by a foreign corporation, foreign limited liability company, foreign limited partnership or foreign limited liability partnership to change its registered office address. A foreign association that desires to reflect a change in address of registered office, change of name or other arrangements or facts that have changed must amend its foreign registration statement by filing form DSCB 15-413 (Amendment of Foreign Registration).

### Applicable Law

For registered office requirements, in general, see 15 Pa.C.S. §§ 1507/5507/8625/8825. Statutes are available on the Pennsylvania General Assembly website, [www.legis.state.pa.us](http://www.legis.state.pa.us), by following the link for Statutes.

### Definitions

A **registered office** is an office maintained by a domestic filing association or registered foreign association in this Commonwealth as required by section 1507 (relating to registered office). A domestic filing association or registered

foreign association shall have and continuously maintain in this Commonwealth a registered office which may, but need not, be the same as its place of business.

## Form Instructions

Enter the name and mailing address to which any correspondence regarding this filing should be sent. This field must be completed for the Bureau to return the filing. If the filing is to be returned by email, an email address must be provided. An email will be sent to address provided, containing a link and instructions on how a copy of the filed document or correspondence may be downloaded. Any email or mailing addresses provided on this form will become part of the filed document and therefore public record.

**1. Give the exact name of the association.** The name on this line must match exactly the association name as shown in Department's records at the time the Statement/Certificate of Change of Registered Office is submitted for filing. **This field is required.**

**2. Current address.** The address provided must be the association's registered office address (a) or Commercial Registered Office Provider (b) as on file with the Department of State at the time the Statement/Certificate of Change of Registered Office is submitted for filing. **This field is required.**

**3. New address.** The address provided should be the association's new registered office address (a) or Commercial Registered Office Provider (b) after the Statement/Certificate of Change of Registered Office is filed and effective.

Post office boxes are not acceptable for any address. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. **This field is required.**

**4. For business and nonprofit corporations only,** a statement must be made that the change was authorized by the board of directors or other body. If the change in registered office was authorized by a body other than the board of directors of the corporation, paragraph 4 should be modified accordingly.

### Signature and Verification

An authorized representative of the association must sign the Statement/Certificate of Change of Registered Office. Signing a document delivered to the Department for filing is an affirmation under the penalties provided in 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) that the facts stated in the document are true in all material respects. **This field is required.**