



# AMENDMENT TO CERTIFICATE OF ORGANIZATION LIMITED LIABILITY COMPANY

(Instructions on back of application)

1. The name of the limited liability company is:

\_\_\_\_\_

2. The date the certificate of organization was filed was: \_\_\_\_\_

3. The complete street and mailing addresses of the designated principal office is amended to:

\_\_\_\_\_

4. The mailing address for future correspondence (annual reports) is amended to:

\_\_\_\_\_

5. The name of the limited liability company is amended to read:

\_\_\_\_\_

6. The name and address of the managers/members shall be amended as follows:

<u>Name</u>	<u>Address</u>	<u>Add</u>	<u>Delete</u>	<u>Other</u>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

7. Signature of an authorized person.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed Name*

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Revised 08/2009

Secretary of State use only

## INSTRUCTIONS

Optional: If the document is incorrect where can you be reached for corrections? \_\_\_\_\_

Notes: Complete and submit the application in duplicate.  
**Use this form only if the LLC was filed after 7/1/2008.**

Line 1. Enter the name of the limited liability company exactly as it is filed with the Secretary of State's Office.

If the LLC has been administratively dissolved and the name is no longer available for use, the name must be amended on line #3.

Line 2. Enter the date the certificate of organization was filed in this office.

Line 3. Use this line to amend the street and mailing addresses of the designated principal office.

Line 4. Use this line to amend the mailing address for future correspondence.

Line 5. If this amendment includes a change to the name of the limited liability company indicate the new name of the limited liability company. Note: The new name of the limited liability company must include the requirements of Idaho Code § 30-6-108, which requires the name to contain the words Limited Liability Company, Limited Company or the abbreviation L.L.C., L.C., LLC or Ltd. Co.

Line 6. If this amendment is to add or delete a person on the limited liability company you can do so in this area. If the change is just an address change for one of the individuals please make a notation in the "other" field.

Line 7. The application must be signed by an authorized person. Please identify the name of the signer by typing his/her name below the signature.

Enclose the appropriate fee:

- a. The filing fee is \$30.00
- b. If expedited service is requested, add \$20.00 to the filing fee.
- c. If the fees are to be paid from the filing party's pre-paid customer account, conspicuously indicate the customer account number in the cover letter or transmittal document.

Pursuant to Idaho Code § 67-910(6), the Secretary of State's Office may delete a business entity filing from our database if payment for the filing is not completed.

Mail or deliver to:

Office of the Secretary of State  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.