





## INSTRUCTIONS

Provide contact information where you can be reached:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

- 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 # 2.
- Line 2. Enter the date the certificate of organization was filed in this office.
- Line 3. 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 § 30-21-302, 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 4. Use this line to amend the street and mailing addresses of the principal office.
- Line 5. Use this line to amend the mailing address for future correspondence.
- Line 6. If this amendment is to add or delete a manager or member of the limited liability company you can do so in this area.
- 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 (make checks payable to Idaho Secretary of State):

- a. The fee is \$50.00 (includes additional \$20.00 for a non-electronic form for manual entry).
- b. If expedited service is requested, add an additional \$40.00 to the filing fee.
- c. If 'same day' service is requested, add \$100.00 to the filing fee.

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.