



Business Program
Colorado Secretary of State
1700 Broadway, Suite 550 Denver, CO 80290
Phone: 303-894-2200 Fax: 303-869-4864
Email: businessfiling@coloradosos.gov Website: www.coloradosos.gov

Registered Agent Checklist for Paper Filings

- A registered agent is an individual or an entity that is your official point of contact in Colorado to receive service of process, notices and other legal documents, and relay these communications to your business.
- Business filers may choose between an individual or an entity as their registered agent.
- Starting 7/1/2025, entities serving as registered agents are required to be registered in Colorado and in good standing.
- Individuals serving as registered agents must be over the age of 18 and hold a current, valid Colorado driver's license or identification card. Individuals designated as a registered agent must confirm a primary residence or usual place of business in Colorado by either:
 - Submitting a current, valid state-issued Colorado identification card or driver's license; or
 - Completing the Department's alternative address verification process.

Please submit this form with your filing to facilitate document processing and our ability to verify registered agent requirements are met.

Section 1 – Individual Verification

Last name as it appears on ID:

Colorado driver's license or ID number:

OR

Section 2 – Alternative Address Verification

The Alternative Address Verification process is available to business filers who choose an individual as their registered agent but are unable to verify that the agent holds a current, valid Colorado driver's license or identification card. If you have already requested a passcode, please provide that here.

Passcode Verification:

OR

Section 3 – Entity Verification

Any entity designated as a registered agent is required to be registered with our office and in good standing.

Entity name:

Entity ID (Colorado Secretary of State ID number):

No Personal Data Captured or Stored

Any Colorado driver's license or identification card information entered during a business filing will not be retained long term or associated with business registrations beyond what is required by the filing system to ensure an entity is properly registered and free of system errors. Your privacy is important to us and the capture and retention of business filing data is limited to what is required by Colorado law or voluntarily provided. **This information will not be shared with the public.**



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Statement Appointing an Agent

Filed pursuant to § 7-90-301, et seq. and § 7-30-110 of the Colorado Revised Statutes (C.R.S.)

This form must be either typed or machine-printed before mailing or dropping it off at our office along with payment.

Document processing fee: \$150.00

Section 1 – True Name

The true name of the nonprofit association is:

Section 2 – Entity ID number and entity name (if applicable)

If applicable, for the entity, its ID number and entity name are:

Colorado Secretary of State ID Number:

Entity name or true name (if different from true name):

Section 3 – Principal office address

The principal office address of the entity's principal office is:

Street Address

Street Address 1

Street Address 2

City

State

ZIP code

Province (if applicable)

Country

Mailing Address (Leave blank if same as street address)

Mailing Address 1

Mailing Address 2

City

State

ZIP code

Province (if applicable)

Country

Section 4 – Registered agent information

The registered agent name and registered agent address of the registered agent are:

Caution: Do not provide both an individual and an entity name.

Individual

Last name

First name

Middle

Suffix

OR

Entity

Entity Name

Section 5 – If applicable, adopt the following statement by marking the box

If applicable, adopt the following statement by marking the box:

The person appointed as registered agent has consented to being so appointed.

Section 6 – Registered Agent Address

The registered agent street address is:

Street Address

Street Address 1

Street Address 2

City

State

ZIP code

Province (if applicable)

Country

Registered Agent Mailing Address (Leave blank if same as street address)

Mailing Address 1

Mailing Address 2

City

State

ZIP code

Province (if applicable)

Country

Section 7 – Delayed effective date (if applicable)

The delayed effective date and/or time (mm/dd/yyyy hour:minute am/pm) of this document is (if applicable):

Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. If you don't enter a specific time, the filing will take effect at 11:59 PM. Times are MST/MDT.

Section 8 – Notice of perjury

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that such document is such individual's act and deed, or that such individual in good faith believes such document is the act and deed of the person on whose behalf such individual is causing such document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S. and, if applicable, the constituent documents and the organic statutes, and that such individual in good faith believes the facts stated in such document are true and such document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is identified in this document as one who has caused it to be delivered.

Section 9 – Filer's information

The true name and mailing address of the individual causing the document to be delivered for filing are:

Last name

First name

Middle

Suffix

Address 1

Address 2

City	State	ZIP code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Province (if applicable)	Country	
<input type="text"/>	<input type="text"/>	

If the following statement applies, adopt the statement by marking the box and include an attachment:

This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Section 10 - Disclaimer

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet.

Questions should be addressed to the user's legal, business or tax advisor(s).



Business Information Survey (Optional)

Submit with your form if you want to add, change, or remove survey information.

Survey information can be added, changed, or removed when you file a form with our office. The information on this survey is associated with the entity's record- it does not become a part of the document that you file with us.

This survey is voluntary. Any information that you enter will be available to the public. The information is being gathered as required by law- see House Bill 13-1167 for information.

Entity information:

ID Number:

Entity name:

Choose one:

1. Remove all survey information from this entity's record.
- OR
2. Add or update the survey information on this entity's record as follows:
- a) Gender
- Male
- Female
- Choose not to answer / Remove this information
- b) Veteran?
- Yes
- No
- Choose not to answer / Remove this information

c) Person with a disability?

- Yes
- No
- Choose not to answer / Remove this information

d) Race

- African American
- Latino
- Anglo
- Native American
- Asian
- Other
- Choose not to answer / Remove this information

e) NAICS code(s)

Enter up to five. For more information, see the NAICS Association site at <https://www.naics.com/search/>.

NAICS code number 1

NAICS code number 2

NAICS code number 3

NAICS code number 4

NAICS code number 5

Filer's information:

Last name	First name	Middle	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1

Address 2

City	State	ZIP code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Province (if applicable)	Country
<input type="text"/>	<input type="text"/>