



Business Program  
Colorado Secretary of State  
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Phone: 303-894-2200  
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## Mass Change Registered Agent Instructions

Mass Change Registered Agent Instructions Our office can update the name and/or address of a registered agent on file. To do this individually, file a Statement of Change Changing the Registered Agent Information or make changes while filing your periodic report. Otherwise, our office can perform a mass change. To perform this cost-effectively, we only accept requests if the total count of records is 550 or greater.

You can do your own preliminary search to check the number of records which need changed by going to [Colorado Information Marketplace](#) and searching or filtering the Agent.

Information in the “Business Entities in Colorado” dataset. Do not include any statuses you don’t wish to update such as merged.

Once we’ve received your request form and payment, we will prepare a spreadsheet listing all records found that match your criteria. We will email this spreadsheet to you for review and approval.

After the spreadsheet is finalized, we will email you the statement of change form along with the final processing fee. Once we have received your document and payment, we will process your request. This final run could take a couple of weeks.

Please be aware this whole process could take 2-3 months.

Questions? Call 303-894-2200, option 2



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## 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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## Mass Change Registered Agent

Processing fee: \$50.00 at the time of application & approximately \$1.80 per record before the change is applied (non-refundable).

Fill out the form online and mail to our office along with the \$50.00 fee. Requests for data sets with fewer than 550 records will not be accepted.

Our office will perform an initial query to determine which records will need to be updated and send it to you for approval. After final review, we will send you a statement of change form to be returned with final payment.

### Section 1 – Current registered agent name

The current registered agent is:

### Section 2 – Current registered agent address

The current registered agent address is:

Street Address 1

Street Address 2

City

State

ZIP code

Province (if applicable)

Country

### Section 3 – New registered agent name (if applicable)

The new registered agent name (if applicable) is:

## Section 4 – New registered agent address (if applicable)

The new registered agent address (if applicable) is:

Address 1

Address 2

City

State

ZIP code

Province (if applicable)

Country

## Section 5 – Additional Information

Additional Information:

## Section 6 – Contact information

Contact Information:

Last name

First name

Middle

Suffix

Address 1

Address 2

City

State

ZIP code

Province (if applicable)

Country

Email

Phone



## 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"/>