

# Consent to Appointment as Registered Agent

- 🔊 This form is used by the person or business entity that agrees to act as the registered agent for a limited liability company.
- 🔊 Every person or business entity that agrees to act as the registered agent of a limited liability company must provide that consent in written form.
- 🔊 The "registered agent" is merely the person designated by your LLC to receive official documents from the state and service of process should the LLC ever be sued.
- 🔊 Most jurisdictions require corporations and LLCs to designate and maintain a Registered Agent to receive and forward such documents on behalf of your company. The Registered Agent for your corporation or LLC *must* be located at a legal address (not a PO Box) within that state, hence they are sometimes referred to as "Resident" Agent. Your company's Registered Agent is required to be available *at all times* during normal business hours to receive documents and tax notices from the state and service of process from any legal proceedings.
- 🔊 Failure to maintain a Registered Agent can result in loss of corporate or LLC status. Equally important—if a responsible party is not available to receive service of process at all times, then your company could be unaware of a legal claim and a judgment may be entered against you.
- 🔊 The written consent acknowledges that the person or business entity consenting to the obligation understands the legal requirements and obligations of a registered agent and consents to assume that responsibility.
- 🔊 Typically, a member acts as the registered agent but it can also be someone not a member, such as an attorney, accountant or other trustworthy and responsible person who gives his or her consent. The registered agent can also be a business entity.
- 🔊 This consent form is a legally required document of the limited liability company. Your state may require this document be filed with the Articles of Organization and the filing fee. Check with your local Secretary of State to determine what is required in your state.

Date: [Date]

To: [Member]

From: [Owner/Founder]  
[Company]

Subject: **Consent to Appointment as Registered Agent**

---

Attached is a "Consent to Appointment as Registered Agent" Agreement in order to communicate to you that I will be taking charge as the [Company]'s Registered Agent.

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!

# From JIAN

## NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔴 **Do Not Use This Agreement 'As-Is.'**
- 🔴 **This Agreement Is Not Legal Advice.**
- 🔴 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔴 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔴 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

## Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


- Please visit our website under [Expert Referral Network](#).

## Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: [www.JIAN.com](http://www.JIAN.com)

## Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[ ]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[ ]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

# Consent to Appointment as Registered Agent

🔊 We use this memo heading style to make it easy to recognize the major details.

Effective Date                    **[Date]**  
Registered Agent                **[Owner/Founder]**  
  [Address]  
  [City], [State] [Zip Code]  
  [Telephone Number]  
For                                    **[Company Legal Name]**



1. I, [Owner/Founder], voluntarily consent to serve as the registered agent for [Company] Limited Liability Company as of the Effective Date first written above..
2. I am familiar with and understand the duties of a registered agent as set forth in the [State] Limited Liability Company Act.

🔊 Scroll-down for links to your state for more information.

---

[Owner/Founder]

---

Date

## More details from your state:

### Alabama

- [Alabama Secretary of State's office, home page for LLC formation](#)
- [Alabama Articles of Organization for an LLC](#)
- [Alabama Statutes relative to Limited Liability Companies](#)

### Alaska

- [Alaska Secretary of State's office, home page for LLC formation](#)
- [Alaska Articles of Organization for an LLC](#)
- [Alaska Statutes relative to Limited Liability Companies](#)

### Arizona

- [Arizona Corporation Commission's office, LLC forms](#)
- [Arizona Articles of Organization for an LLC](#)
- Arizona has an additional requirement that notice of the forming of a new LLC be published in a newspaper of general circulation with the state after formation. You shall receive instructions regarding this requirement from the Corporation Commission's office after formation of the LLC.
- [Arizona Statutes relative to Limited Liability Companies](#)

### Arkansas

- [Arkansas Secretary of State's office, home page for LLC formation](#)
- [Arkansas Articles of Organization for an LLC](#)
- [Arkansas Statutes relative to Limited Liability Companies](#)

### California

- [California Secretary of State's office, home page for LLC formation](#)
- [California Name availability search](#)
- [California Articles of Organization for an LLC](#)
- [California Statutes relative to Limited Liability Companies, see Title 2.5, Section 17000, et al. starting near bottom of page.](#)
- [California Corporate Code Section 17375](#)

### Colorado

- [Colorado Secretary of State's office, business home page](#)
- [Colorado Name availability search](#)
- [Colorado Articles of Organization for an LLC](#)
- [Colorado Statutes relative to Limited Liability Companies](#)

### Connecticut

- [Connecticut Secretary of State's office, home page for LLC formation](#)
- [Connecticut Articles of Organization for an LLC](#)
- [Connecticut Statutes relative to Limited Liability Companies](#)

### Delaware

- [Delaware Secretary of State's office, home page for business services](#)
- [Delaware Certificate of Formation for an LLC](#)
- [Delaware Statutes relative to Limited Liability Companies](#)

### DC

- [District of Columbia Consumer and Regulatory Affairs office, home page for LLC formation](#)
- [District of Columbia Articles of Organization for an LLC](#)
- [Sample Articles of Organization in DOC format](#)
- [DC Government Business Home Page.](#)

- [DC Code, LLC statutes](#)

### **Florida**

- [Florida Department of State's office, home page for LLC formation](#)
- [Florida Name availability search](#)
- [Florida Articles of Organization for an LLC](#)
- [Florida Statutes relative to Limited Liability Companies](#)

### **Georgia**

- [Georgia Secretary of State's office, home page for LLC formation](#)
- [Georgia Articles of Organization for an LLC](#)
- [Georgia Statutes relative to Limited Liability Companies](#)

### **Hawaii**

- [Hawaii Secretary of State's office, home page for business formation](#)
- [Hawaii Articles of Organization for an LLC](#)
- [Instructions for preparation of Hawaii LLC Articles of Organization.](#)
- [Hawaii Statutes relative to Limited Liability Companies](#)
- [Hawaii Statutes relative to Limited Liability Companies](#)

### **Idaho**

- [Idaho Secretary of State's office, home page for business formation](#)
- [Idaho Articles of Organization for an LLC](#)
- [Idaho Statutes relative to Limited Liability Companies](#)

### **Illinois**

- [Illinois Secretary of State's office, Business Services home page](#)
- [Illinois Articles of Organization for an LLC](#)
- [Illinois Statutes relative to Limited Liability Companies](#)

### **Indiana**

- [Indiana Secretary of State's office, home page for business formation](#)
- [Indiana Articles of Organization for an LLC](#)
- [Indiana Statutes relative to Limited Liability Companies](#)

### **Iowa**

- [Iowa Secretary of State's office, home page for LLC formation](#)
- [Iowa Articles of Organization for an LLC](#)
- [Iowa Statutes relative to Limited Liability Companies](#)

### **Kansas**

- [Kansas Secretary of State's office, home page for business formation](#)
- [Kansas Articles of Organization for an LLC](#)
- [Kansas Limited Liability Company Act](#)

### **Kentucky**

- [Kentucky Secretary of State's office, home page for LLC formation](#)
- [Kentucky Articles of Organization for an LLC](#)
- [Kentucky Statutes relative to Limited Liability Companies](#)

### **Louisiana**

- [Louisiana Secretary of State's office, home page for business formation](#)
- [Louisiana Articles of Organization for an LLC](#)

### **Maine**

- [Maine Secretary of State's office, home page for LLC formation](#)

- [Maine Articles of Organization for an LLC](#)
- [Maine Statutes relative to Limited Liability Companies](#)

### **Maryland**

- [Maryland Secretary of State's office, home page for business formation](#)
- [Maryland Articles of Organization for an LLC](#)
- [Instructions for completing Maryland Articles of Organization for an LLC](#)
- [Maryland Code, Limited Liability Companies,](#)

### **Massachusetts**

- [Massachusetts Secretary of State's office, home page for LLC formation](#)
- [Instructions for drafting of Massachusetts Certificate of Organization for an LLC](#)
- [Massachusetts Statutes relative to Limited Liability Companies](#)

### **Michigan**

- [Michigan Department of Consumer and Industrial Services, home page for business formation](#)
- [Michigan Department of Consumer and Industrial Services, LLC forms home page](#)
- [Michigan Articles of Organization for an LLC](#)
- [Michigan Statutes relative to Limited Liability Companies](#)

### **Minnesota**

- [Minnesota Secretary of State's office, home page for business formation](#)
- [Minnesota Articles of Organization for an LLC](#)
- [Minnesota Statutes relative to Limited Liability Companies](#)

### **Mississippi**

- [Mississippi Secretary of State's office, home page for business formation](#)
- [Mississippi Instructions for completion of LLC Certificate of Formation](#)
- [Mississippi LLC Certificate of Formation](#)
- [Mississippi Statutes relative to Limited Liability Companies](#)

### **Missouri**

- [Missouri Secretary of State's office, home page for business formation](#)
- [Missouri Name availability search](#)
- [Missouri Articles of Organization for an LLC](#)
- [Missouri Articles of Organization for an LLC--online filing](#)
- [Missouri Statutes relative to Limited Liability Companies](#)

### **Montana**

- [Montana Secretary of State's office, home page for business formation](#)
- [Montana Articles of Organization for an LLC](#)
- [Montana Statutes relative to Limited Liability Companies](#)

### **Nebraska**

- [Nebraska Secretary of State's office, home page for business formation](#)
- [Nebraska Articles of Organization for an LLC](#)
- [Nebraska Statutes relative to Limited Liability Companies](#)

### **Nevada**

- [Nevada Secretary of State's office, home page for LLC formation](#)
- [Nevada Articles of Organization for an LLC](#)
- [Customer Order Instructions](#) to be submitted with filings to the Secretary of State's office.
- [Nevada Statutes relative to Limited Liability Companies](#)

### **New Hampshire**

- [New Hampshire Secretary of State's office, home page for business formation](#)
- [New Hampshire Certificate of Formation for an LLC](#)
- [New Hampshire Statutes relative to Limited Liability Companies](#)

### **New Jersey**

- [New Jersey Department of Revenue, Business Services Home page.](#)
- [New Jersey Certificate of Formation for an LLC \(Note: this form is created and submitted to Division of Revenue's office online.\)](#)
- [General information about forming a business in New Jersey.](#)
- [New Jersey Statutes relative to Limited Liability Companies](#)

### **New Mexico**

- [New Mexico Public Regulation Commission, home page for business formation](#)
- [New Mexico Articles of Organization for an LLC](#)
- [New Mexico Statutes relative to Limited Liability Companies](#)

### **New York**

- [New York Department of State's office, home page for business formation](#)
- [New York Articles of Organization for an LLC](#)
- [Guide to forming an LLC from the New York Department of State](#)
- [New York Statutes relative to Limited Liability Companies](#)

### **North Carolina**

- [North Carolina Secretary of State's office, home page for business formation](#)
- [North Carolina Articles of Organization for an LLC \(PDF\)](#)
- [North Carolina Statutes relative to Limited Liability Companies](#)

### **North Dakota**

- [North Dakota Secretary of State's office, home page for LLC formation](#)
- [Sample North Dakota LLC Articles of Organization](#)
- [North Dakota Statutes relative to Limited Liability Companies](#)

### **Ohio**

- [Ohio Secretary of State's office, home page for business formation](#)
- [Ohio Articles of Organization for an LLC](#)
- [Ohio Statutes relative to Limited Liability Companies](#)

### **Oklahoma**

- [Oklahoma Secretary of State's office, home page for business formation](#)
- [Oklahoma Articles of Organization for an LLC](#)
- [Oklahoma Statutes relative to Limited Liability Companies](#)

### **Oregon**

- [Oregon Secretary of State's office, home page for business formation](#)
- [Oregon Search for name availability](#)
- [Oregon Articles of Organization for an LLC](#)
- [Oregon Statutes relative to Limited Liability Companies](#)

### **Pennsylvania**

- [Pennsylvania Secretary of State's office, home page for business formation](#)
- [Pennsylvania Name availability search](#)
- [Pennsylvania Certificate of Organization for an LLC](#)
- [Pennsylvania Statutes relative to Limited Liability Companies](#)



**Rhode Island**

- [Rhode Island Secretary of State's office, home page for business formation](#)
- [Rhode Island Articles of Organization for an LLC](#)
- [Rhode Island Statutes relative to Limited Liability Companies](#)

**South Carolina**

- [South Carolina Secretary of State's office, home page for business formation](#)
- [South Carolina Name availability search](#)
- [South Carolina Articles of Organization for an LLC](#)
- [South Carolina Statutes relative to Limited Liability Companies](#)

**South Dakota**

- [South Dakota Secretary of State's office, home page for business formation](#)
- [South Dakota Name availability search](#)
- [South Dakota Articles of Organization for an LLC](#)
- [South Dakota Statutes relative to Limited Liability Companies](#)

**Tennessee**

- [Tennessee Secretary of State's office, home page for business formation](#)
- [Tennessee Name availability search](#)
- [Tennessee Articles of Organization for an LLC](#)
- [Tennessee Statutes relative to Limited Liability Companies](#)

**Texas**

- [Texas Secretary of State's office, home page for business formation](#)
- [Texas Articles of Organization for an LLC \(PDF\)](#)
- [Texas Articles of Organization for an LLC \(Word\)](#)
- [See Texas Business and Organizations Code, § 5.056.](#)
- [Texas Statutes relative to Limited Liability Companies](#)

**Utah**

- [Utah Secretary of State's office, home page for business formation](#)
- [Utah Name availability search](#)
- [Utah Articles of Organization for an LLC](#)
- [Utah Statutes relative to Limited Liability Companies](#)

**Vermont**

- [Vermont Secretary of State's office, home page for business formation](#)
- [Vermont Name availability search](#)
- [Vermont Articles of Organization for an LLC](#)
- [Vermont Statutes relative to Limited Liability Companies](#)

**Virginia**

- [Virginia Secretary of State's office, home page for business formation](#)
- [Virginia Name availability search](#)
- [Virginia Articles of Organization for an LLC](#)
- [Virginia Statutes relative to Limited Liability Companies](#)

**Washington**

- [Washington Secretary of State's office, home page for business formation](#)
- [Washington Name availability search](#)
- [Washington Certificate of Formation for an LLC](#)

- [Washington Statutes relative to Limited Liability Companies](#)

### **West Virginia**

- [West Virginia Secretary of State's office, home page for business formation](#)
- [West Virginia Name availability search](#)
- [West Virginia Articles of Organization for an LLC](#)
- [West Virginia Statutes relative to Limited Liability Companies](#)

### **Wisconsin**

- [Wisconsin Secretary of State's office, home page for business formation](#)
- [Wisconsin Name availability search](#)
- [Wisconsin Articles of Organization for an LLC \(online submission\)](#)
- [Wisconsin Articles of Organization for an LLC \(paper submission\)](#)
- [Wisconsin Statutes relative to Limited Liability Companies](#)

### **Wyoming**

- [Wyoming Secretary of State's office, home page for business formation](#)
- [Wyoming Name availability search](#)
- [Wyoming Articles of Organization for an LLC](#)
- [Wyoming Statutes relative to Limited Liability Companies](#)