



Office of the Secretary of State  
Corporations & Charities Division

**Filing Fee: \$10**

**With Expedited Service: \$60**

*For office use only*

## COMMERCIAL REGISTERED AGENT LISTING STATEMENT

*SEE INSTRUCTIONS BEFORE COMPLETING FORM - TYPE OR PRINT ALL INFORMATION IN DARK INK*

Registered Agent Name:

UBI# (if applicable):

Physical Street Address in WA (required):

Physical Street Address in WA (continued):

City:

State:

Zip:

Mailing Address in WA (optional):

Mailing Address in WA (continued):

City:

State:

Zip:

(optional) I will accept service of process, notices and demands in a form other than a written record.

Email Address:

By signing this form, I am affirming that I am in the business of serving as a commercial registered agent in Washington.

Signature	Print Name	Title	Date
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**This document is hereby executed under penalties of perjury, and is, to the best of my knowledge, true and correct.**

RETURN COMPLETED FORM AND PAYMENT TO:

**801 Capitol Way South  
PO Box 40234  
Olympia, WA 98504-0234**

All fees are non-refundable.  
All payments must be in US currency or  
drawn on a US bank.  
Make checks and Money Orders payable to:  
**Secretary of State**

## INSTRUCTIONS FOR THE COMMERCIAL REGISTERED AGENT LISTING STATEMENT

Registered Agent Name	Enter the name of the commercial registered agent. This may be an individual or an entity. If you have a UBI number from another state agency, enter that number in the box provided. If you do not have a UBI number, leave it blank.
Registered Agent checkboxes	Check only one box. If you check Entity, please enter the type of entity in the box provided. Example: corporation, LLC, LP, etc.
Jurisdiction of Formation	If you chose Entity above, enter the state you where you filed your formation documents. If you chose Individual, you may skip this item.
Physical Address in WA	A physical address in Washington state is required for both Individual or Entity. This address will be used for service of process and notices from the Secretary of State's office.
Mailing Address in WA	A mailing address is required only if different from the physical address. It must also be in Washington state.
Checkbox (optional)	If you wish to accept service of process electronically, you may check this box. The email address will be public information and listed on our website.
Signature	A signature is required. Print your name, title if you represent an entity, and date.

Return this document with the \$10 fee for regular service, or \$60 fee for expedited service to the Secretary of State's Office. All fees are non-refundable. All payments must be in US Currency or drawn on a US bank. Make checks and Money Orders payable to **Secretary of State** and send to:

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PO Box 40234  
Olympia, WA 98504-0234