

## Instructions for Completing the Foreign Limited Liability Company Name Change (Form LLC-6)

To amend the name of your Foreign Limited Liability Company (LLC) registered in California, you must file a Foreign Limited Liability Company Name Change Amendment (Form LLC-6) with the California Secretary of State.

- Before submitting the completed form, you should consult with a private attorney for advice about your specific business needs.
- You must file a Statement of Information (Form LLC-12) to change the foreign LLC's business address(es) or the name or address of the foreign LLC's manager(s) or agent for service of process, which can be filed online at [bizfile.sos.ca.gov](http://bizfile.sos.ca.gov).

A certificate by the agency where the foreign LLC was formed, issued within the last six (6) months and certifying that the name was changed in that state, country or other place of formation, **must be attached** to Form LLC-6.

### Fees:

- **Filing Fee:** The fee for filing an Amendment to Foreign Limited Liability Company Name Change Amendment (Form LLC-6) is **\$30.00**.
- **Faster Service Fee:**
  - Counter and guaranteed expedite services are available only for documents *submitted in person (drop off) to our Sacramento office*.
  - **Counter Drop Off:** A separate, non-refundable **\$15.00** counter drop off fee is required if you submit in person (drop off) your completed document at our Sacramento office. The \$15.00 counter drop off fee provides priority service over documents submitted by mail. The drop off fee does not apply to mail submissions. The special handling fee is not refundable whether the document is filed or rejected.
  - **Guaranteed Expedite Drop Off:** For more urgent submissions, documents can be processed within a guaranteed timeframe for a non-refundable fee in lieu of the counter drop off fee. For detailed information about this faster processing service through our Preclearance and Expedited Filing Services, go to <http://www.sos.ca.gov/business-programs/business-entities/service-options>.

**Copies:** Upon filing, we will return one (1) plain copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee. To obtain additional copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Additional copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per document.

**Payment Type:** Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or MasterCard).

**Processing Times:** For current processing times, go to <http://www.sos.ca.gov/business-programs/business-entities/processing-times>.

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Foreign Limited Liability Company Name Change Amendment (Form LLC-6) as follows:**

Item	Instruction	Tips
1.	Enter the name of the foreign LLC used in California transacts business in California, exactly as listed on the records of the California Secretary of State.	<ul style="list-style-type: none"> <li>• To ensure you have the exact name that the foreign LLC uses in California, look to your registration document filed with the California Secretary of State and any name change amendments</li> <li>• Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a> While searching the Business Search, be sure to identify your LLC correctly including the jurisdiction that matches your LLC.</li> </ul>
2.	Enter the 12-digit entity (file) number issued to the LLC by the California Secretary of State at the time of registration.	<ul style="list-style-type: none"> <li>• To ensure you have the correct entity (file) number and exact name of the LLC, look to your registration document filed with the California Secretary of State and any name change amendments.</li> </ul>

		<ul style="list-style-type: none"> <li>Secretary of State Records can be accessed online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. While searching the Business Search, be sure to identify your LLC correctly including the jurisdiction that matches your LLC.</li> </ul>
3.	<p>If changed, list the name of the limited liability company you use <b>now</b> in the state, country or other place where the foreign LLC was formed. The name <b>must match</b> the name listed in the certificate of name change issued by the agency where the foreign LLC was formed.</p> <p>Note: If you are only filing this form to change an existing alternate name, leave Item 3 blank and proceed to Item 4a.</p>	<ul style="list-style-type: none"> <li>The name must match the new name listed in the certificate evidencing the name change issued by the government agency where the LLC was formed that must be attached to the Foreign Limited Liability Company Name Change Amendment (Form LLC-6).</li> <li>The certificate must certify that the name was changed <b>and</b> show both the old name and new name.</li> </ul>
4.	Complete either 4a, 4b, or 4c.	
4a.	<p>List an alternate name to be used in California, if:</p> <ul style="list-style-type: none"> <li>The foreign LLC name in Item 3 does not comply with California naming requirements (Section <a href="#">17701.08</a>); <b>or</b></li> <li>Form LLC-6 is being filed only to change an existing alternate name in California.</li> </ul> <p>List the alternate name exactly as it is to appear on the records of the California Secretary of State.</p> <p>Note: If you check the box in Item 4a, do not complete Item 4b or 4c.</p>	<ul style="list-style-type: none"> <li>If this LLC registered in California after December 31, 2013, and the foreign LLC name now used in the state, country or other place of the LLC's formation complies with California Corporations Code section <a href="#">17701.08</a>, you must transact intrastate business in California under the foreign LLC name now used in the state, country or other place of the LLC's formation.</li> <li>California Corporations Code section 17701.08 requires: <ul style="list-style-type: none"> <li>The LLC name must include: LLC, L.L.C., Limited Liability Company, Limited Liability Co., Ltd. Liability Company, or Ltd. Liability Co.</li> <li>The LLC name may not include: bank, trust, trustee, incorporated, inc., corporation, or corp.</li> <li>The LLC name may not include: insurer, insurance company, or any other words suggesting that the limited liability company is in the business of issuing policies of insurance and assuming insurance risks.</li> <li>The name is not likely to mislead the public and is distinguishable from other LLCs of record or reserved with the California Secretary of State.</li> </ul> </li> <li>A preliminary search of LLC names already of record can be made online through our Business Search at <a href="http://BusinessSearch.sos.ca.gov">BusinessSearch.sos.ca.gov</a>. Please note: The Business Search is only a preliminary search and not intended to serve as a formal name availability search.</li> <li>For information on checking or reserving a name, go to <a href="http://www.sos.ca.gov/business-programs/business-entities/name-availability/">http://www.sos.ca.gov/business-programs/business-entities/name-availability/</a>.</li> </ul>

4b.	<p>Check the box if <b>(1)</b> the foreign LLC registered in California before January 1, 2014; <b>(2)</b> currently transacts intrastate business in California under the alternate name listed in Item 1; <b>and (3)</b> upon filing Form LLC-6, the foreign LLC will continue to transact intrastate business in California under the alternate name listed in Item 1.</p> <p>Note: If you check the box in Item 4b, do not complete Item 4a or 4c.</p>	<ul style="list-style-type: none"> <li>• If this foreign LLC registered in California before January 1, 2014 or after using an alternate California name and the foreign LLC's new name in the jurisdiction of formation complies with California Corporations Code section <a href="#">17701.08</a>, you have the option to do business in California under the new LLC name in Item 3 (<a href="#">17708.05</a>).</li> <li>• In such case, check the box in 4c, do not list an alternate name in Item 4a, and do not check the box in Item 4b.</li> </ul>
4c.	<p>Check this box if relinquishing an alternate name.</p> <p>Note: If you check the box in Item 4c, do not complete Item 4a or 4b.</p>	
Signature	<ul style="list-style-type: none"> <li>• Sign and type or print the name of the signor(s).</li> <li>• Form LLC-6 must be signed by a person authorized by the foreign LLC.</li> <li>• <b>Do not</b> use a computer-generated signature.</li> </ul>	<ul style="list-style-type: none"> <li>• If you need more space for signatures: <ul style="list-style-type: none"> <li>- Place the additional signatures on only one side of a standard letter-sized piece of paper (8 1/2" x 11") clearly marked as an attachment to Form LLC-6 and attach the extra page(s) to the completed Form LLC-6.</li> <li>- All attachments are part of this document.</li> </ul> </li> <li>• If Form LLC-6 is signed by a business entity, the person who signs on behalf of the entity should note their name and position/title and the entity name. Example: If a limited liability company ("Smith LLC") is the manager, the signature of the person signing on behalf of the Smith LLC should be reflected as Joe Smith, Manager of Smith LLC, Manager.</li> <li>• If Form LLC-6 is signed by a trust, the trustee should sign as follows: _____, trustee for _____ trust (<u>including the exact name of the trust and date of the trust, if applicable</u>). Example: Mary Todd, trustee of the Lincoln Family Trust (U/T 5-1-1994), Manager.</li> <li>• Multiple Form LLC-6s with <b>different signatures</b> will be returned without being filed – use only one form.</li> </ul>

**Mail Submission Cover Sheet (Optional):** To make it easier to receive communication related to **this document**, including receipt of the copy of the filed document, complete the Mail Submission Cover Sheet. For the Return Address: enter the name of a designated person and/or company and the corresponding mailing address. Please note the Mail Submission Cover Sheet will be treated as correspondence and will not be made part of the filed document.

**Where to File:** Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Business Entities Filings Unit, P.O. Box 944228, Sacramento, CA 94244-2280 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 3rd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

**Legal Authority:** General statutory filing provisions are found in Section [17708.05](#). All statutory references are to the California Corporations Code, unless otherwise stated.

**Statement of Information:** A Statement of Information (Form LLC-12) must be filed with the California Secretary of State within 90 days **after** filing the Application to Register a Foreign LLC (Form LLC-5) **and every two years** thereafter (every odd year or every even year based on year of initial registration) during the applicable filing period. The applicable filing period is the calendar month in which the Application to Register was filed and the immediately preceding five calendar months (Section [17702.09](#)).

For faster service, the required Statement of Information may be filed online at [bizfile.sos.ca.gov](http://bizfile.sos.ca.gov).

**Minimum Tax Requirement:** Registered LLCs in California may need to pay a minimum tax of \$800 to the California Franchise Tax Board each year (California Revenue and Taxation Code Section [17941](#)). For more information, please refer to the California Franchise Tax Board's Guide for Corporations Starting Business in California (FTB Publication 1060) at <https://www.ftb.ca.gov/forms/misc/1060.pdf>.

**Additional Resources:** For a list of other agencies you may need to contact to ensure proper compliance, go to <http://www.sos.ca.gov/business-programs/business-entities/resources>. Note: The California Secretary of State does not license LLCs. For licensing requirements, please contact the city and/or county where the principal place of business is located and/or the state agency with jurisdiction over the activities of the LLC.



# Mail Submission Cover Sheet

**Instructions:**

- Complete and include this form with your submission. **This information only will be used to communicate with you in writing about the submission.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks or money orders** payable to the Secretary of State.
- Do not include a \$15 counter fee when submitting documents by mail.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, visit [www.sos.ca.gov/business/be/processing-times](http://www.sos.ca.gov/business/be/processing-times).

**Optional Copy and Certification Fees:**

- If applicable, include optional copy and certification fees with your submission.
- For applicable copy and certification fee information, refer to the instructions of the specific form you are submitting.

**Contact Person:** (Please type or print legibly)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone (optional): \_\_\_\_\_

**Entity Information:** (Please type or print legibly)

Name: \_\_\_\_\_

Entity Number (if applicable): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Return Address:** For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [ \_\_\_\_\_ ]

Company:

Address:

City/State/Zip: [ \_\_\_\_\_ ]

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**Secretary of State  
Foreign Limited Liability  
Company (LLC)  
Name Change Amendment**

**LLC-6**

**IMPORTANT** — *Read Instructions* before completing this form.

Must be submitted with a current certificate evidencing the name change issued by the government agency where the LLC was formed. *See Instructions*.

**Filing Fee** – \$30.00

**Copy Fees** – First page \$1.00; each attachment page \$0.50;  
Certification Fee - \$5.00

**Note:** You must file a Statement of Information (Form LLC-12) to change the LLC's business address(es), or to change the name or address of the LLC's agent for service of process. Statements of Information (Form LLC-12) can be filed online at [bizfile.sos.ca.gov](http://bizfile.sos.ca.gov).

*Above Space For Office Use Only*

**1. LLC Exact Name Used in California** (Enter the name used in California exactly as listed on the records of the California Secretary of State.)

**2. LLC 12-Digit (File) Entity Number** (Enter the exact 12-digit Entity (File) Number issued by the California Secretary of State.)

**3. New LLC Name in the State, Country, or Other Place of LLC Formation** (If the LLC changed its name in the jurisdiction of formation, list the new LLC name as listed on your attached certificate evidencing the name change.)

**4. California Alternate Name, if Required** (*See Instructions* - Complete either 4a, 4b, OR 4c)

4a. List an alternate name to be used in California if: (1) the LLC name in Item 3 does not comply with California naming requirements or (2) you only are filing this form to change an existing alternate name used in California. List the alternate name exactly as it is to appear on the records of the California Secretary of State.

4b. Check this box if you completed Item 3, above **and** if applicable. If you check this box, do not complete Item 4a above or 4c below.

This LLC registered in California before January 1, 2014; currently transacts intrastate business in California under the alternate name listed in Item 1 above; and upon this filing, will continue to transact intrastate business in California under the alternate name listed in Item 1 above.

4c. If you check this box, do not complete Item 4a or 4b above.

Check this box if you are relinquishing the California alternate name.

**Signature**

By signing, I certify that the information is true and correct and that I am authorized to sign on behalf of the foreign LLC. The attachments, if any, attached hereto are incorporated herein by this reference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name