

How to Find (or Become) a Registered Agent

Does my company need a registered agent?

• All business entities filed in Wyoming shall have and continuously maintain in this state a registered agent to accept service of process. Failure to maintain a registered agent results in the dissolution or revocation of the business entity.

Who can be a registered agent?

- The registered agent may be an individual resident in Wyoming or a business entity (foreign or domestic) authorized to transact business in Wyoming. The registered agent must have a physical address in Wyoming which cannot be a PO box, drop box, mail forwarding service, UPS store etc.
- An individual may serve as the registered agent for a business entity if they: are at least 18 years of age, reside in Wyoming, and have a physical Wyoming address which is not a PO box, drop box, mail forwarding service, UPS store, etc.
- A form called Consent to Appointment by Registered Agent must be signed by the registered
 agent and must accompany new entity filings. (If filing online, the filer will be asked to certify
 that they have received a similar written consent and must keep it for future reference.)

What does a registered agent do?

- If the business is sued, the **legal documents are served to the agent**.
- Registered agents are required to keep certain information about the companies they represent on site at the physical Wyoming address. Information includes: "Key Individuals" (name and address of directors, officers, limited liability company mangers or members, or anyone else in a similar capacity) and a "Communications Contact" (The name, address, and business phone number of a natural person who is authorized to receive communications from the registered agent and is not an employee of the registered agent) This information is used if law enforcement or a state agency (like the Secretary of State's Office) needs to contact a particular business.

How do I find a registered agent?

If you do not qualify to be the registered agent for your company, a <u>roster of Wyoming Commercial Registered Agents</u> is provided on our website. (Please note that this list is provided as a service to aid prospective business entities in finding a registered agent. It is not a comprehensive list. Some agents do not want their information to be public. This is neither an advertisement nor public endorsement of any agent appearing on this list. It is the business entity's responsibility to research agents before contracting with one.)

How do I change my registered agent?

A business entity may change its registered agent from one company or individual to another
using the <u>Appointment of New Registered Agent and Office</u> form, which must be signed and
mailed to our office with the appropriate fee.