

Registered Agent Services

Almost every state has enacted provisions in their own Business Corporation Act which requires a Registered Agent or Office for every corporation, LLC, or Limited Partnership which does business in their state. The purpose of these provisions is to ensure that each company has an office where it may be found, and a person at that office on whom service can be effected for any notice or process in connection with litigation. The Secretary of State and other government agencies usually send any other official communications such as annual reports and tax notices to this address.

Benefits:

- A professional organization acting as registered agent
- Furnishing a registered office and address required by many jurisdictions
- Forwarding of Service of Process and other official communications
- Forwarding of tax and compliance forms

This allows you to promptly respond to a lawsuit (or official state communication) and avoids the specter of a Default Judgment which could cost you tens of thousands of dollars to overturn. And all this expertise is available at the most cost-effective price. We can serve as your Registered Agent whether or not we originally formed your company.

Upon receiving official documents, you will be notified by telephone immediately. We will then send all documents to you via UPS or if you have preferences that differ, please include instructions with your application.

The cost of this service is \$150.00 a year per entity.

Please complete the requested information below for your Registered Agent Services.



Phone: 503-986-2200
 Fax: 503-378-4381

Oregon Registered Agent Service Companies

Secretary of State
 Corporation Division
 255 Capitol St. NE, Suite 151
 Salem, OR 97310-1327
 FilingInOregon.com

The Secretary of State does not make any recommendation or endorsement of any business or individual listed below. Most Oregon businesses are able to list an officer, owner or employee and the business street address for their registered agent and registered office.

A registered agent is an individual or a business entity located at a physical street address in Oregon, whose sole responsibility is to accept legal documents (service of process, lawsuits, liens, subpoenas, etc...) on behalf of the business.

Each corporation shall continuously maintain in this state a registered agent and registered office that may be, but need not be, the same as any of its places of business.

Requirements to be a registered agent:

- An individual who resides in this state and whose business office is identical to the registered office. Or,
- A registered domestic or foreign business entity such as a corporation, limited liability company, professional corporation or nonprofit corporation authorized to transact business in this state whose business office is identical to the registered office.

Note:

Most Oregon businesses are able to list an officer, owner, or employee and the business street address for their registered agent and registered office address.

Registered agent service companies typically charge between \$70 and \$150 per year for this service. Your attorney or accountant may also offer this service.

This is a partial list of registered agent service companies operating in Oregon, offered for your convenience in case your business is not able to provide it's own registered agent and registered office.

Registered Agent in Oregon since [].

C T Corporation System [9-14-1936]	800-925-7562
Corporation Service Company [05-23-1989]	800-222-2122
Data Research, Inc. [06-15-1989]	800-992-1983
National Registered Agents, Inc. [06-08-1995]	800-554-3113
National Corporate Research, Ltd. [04-02-1997]	800-221-0102
BlumbergExcelsior Corporate Services, Inc. [05-03-2001]	800-221-2972 ext. 2
Corporate Creations Network, Inc. [11-28-2001]	800-672-9110
Business Filings Incorporated [10-24-2002]	800-981-7183
ALG Service Company, LCC [11-05-2002]	503-222-0552 Fax: 503-222-0984
Registered Agent Solutions, Inc. [03-06-2003]	888-705-7274 Fax: 888-706-7274
INCORP Services, Inc. [04-09-2003]	800-246-2677
Affiliated Tax Pros, LLC [01-20-2004]	888-329-1764 or 503-891-6659 Fax: 503-280-1100
A & S Registered Agents, LLC [09-21-2004]	866-501-7722
Incorporating Services, Ltd. [04-01-2005]	800-346-4646
A & A Registered Agents, LLC [02-13-2006]	800-677-8561 Fax: 866-736-5537

Registered Agent in Oregon since [].

Mathias, Charles F. [07-07-1988]	888-349-5518 or 503-362-0192
Duhrkoop, Michael [02-07-2002]	503-630-2670
Lomen, Greg [09-11-2002]	503-752-2495 Fax: 503-217-6239

To serve the Secretary of State, submit via certified mail, registered mail, or in person:

- 1) A copy of the process, notice, or demand, along with any papers required by law to be delivered in connection with the service, to:

Secretary of State
Corporation Division - Process Service
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

- 2) A statement by the person initiating the proceedings that all other required attempts to serve the business or its registered agent, have been unsuccessful.
- 3) Payment of a \$20.00 Process Service fee for each business or party being served. We accept checks, Visa, and MasterCard for service received through the mail. Please include cardholder name, card type, card number, and expiration date if paying with a credit card.

If you require an acknowledgement of receipt of the service of process, please include a request in your transmittal or cover letter.

After accepting service of process, the Secretary of State records the information regarding the complaint in our database. The Secretary of State does not attempt to notify or contact the business identified in the complaint, or its registered agent regarding the complaint.

If you have any questions regarding this procedure, please contact us at (503) 986-2200.

How does a registered agent resign?

A registered agent may resign by delivering to the Corporation Division a signed written statement resigning as agent and give notice to the business, by mailing a copy of the statement to the business. Deliver to:

Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

The registered agent resign date will be recorded as of the date the Corporation Division receives the letter of resignation from the registered agent. By law, a registered agent must continue to be available to accept service of process for the business for 30 days after the Corporation Division is notified of the resignation.

What is required if the registered agent has resigned?

The business must designate a new registered agent and provide that information to the Corporation Division. Failure to designate a new registered agent will result in administrative dissolution of the business. Please use [form 131](#) to appoint a new registered agent.

What does 'No Consenting Registered Agent on File' mean?

A registered agent must consent to serve as registered agent for the business. When an individual has been listed as the registered agent without their prior consent, they may deliver to the Corporation Division a signed written statement that they are not associated with the business and never consented to serve as registered agent. Deliver to:

Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

The business must designate a new registered agent and provide that information to the Corporation Division. Failure to designate a new registered agent will result in administrative dissolution of the business. Please use [form 131](#) to appoint a new registered agent.

Service of Process

Legal service on business entity or registered agent

The sole purpose of the registered agent is to accept legal documents (service of process, lawsuits, liens, subpoenas, etc...) on behalf of the business. Information about businesses registered in Oregon, including the registered agent and registered office is a matter of public record and is available on the internet through our online [business name search](#).

Completing service of process, notice, or demand a business or registered agent is an important legal proceeding that may affect the outcome of a court case, or dispute. Please contact your attorney or a licensed process server for more information.

When unable to serve process on the business entity or registered agent

If you are unable to serve process, notice, or demand on a business or its registered agent, the Secretary of State can accept service as agent for the business. After completion of initial service upon the Secretary of State, no additional documents need be served upon the Secretary of State to maintain jurisdiction in the same proceeding or to give notice of any motion or provisional process.

Registered Agents & Service of Process

Registered Agents

What is a registered agent or registered office?

A registered agent is an individual or a business entity located at a physical street address in Oregon, whose sole responsibility is to accept legal documents (service of process, lawsuits, liens, subpoenas, etc...) on behalf of the business.

The registered office is the physical street address where the registered agent is located during normal business hours. The registered office address may be the same as the business' place of business. **The registered office address must be a physical street address located in Oregon.**

The registered office address is where the Corporation Division will mail correspondence, renewal and late notices, unless a separate mailing address for the business is provided.

Who can be a registered agent?

Any individual or registered business with a physical street address in Oregon can consent to serve as the registered agent. Most Oregon businesses are able to list an officer, owner or employee and the business street address for their registered agent and registered office. Frequently the business' attorney or accountant will serve as the registered agent. In addition, another business entity may serve as the registered agent, or you may contract with an agent service company to provide the registered agent service for you. The individual or business named must have consented to serve as the registered agent.

Can a registered agent use a Post Office box or mail forwarding business for their address?

No, the registered agent address must be a physical street address where the registered agent is physically located during regular business hours in Oregon and can accept legal service for the business. As legal process is physically served on a natural person, a process server cannot physically serve the registered agent at a mail forwarding business.

Note: Providing a mail forwarding business for the registered agent's address may result in administrative dissolution of the business by the Corporation Division. Listing a mail forwarding business as the registered agent address may also violate the agreement with the mail forwarding business, if they have not agreed to accept legal service.

What if my business does not have an office or employees in Oregon?

There are businesses that will agree to serve registered agent and accept legal service for the out-of-state business. For your convenience, we've assembled a [list of known registered agent service companies](#) in Oregon, in case your business is not able to provide it's own registered agent and registered office. Registered agent service companies typically charge between \$70 and \$150 or more per year for this service. Your attorney or accountant may also offer this service.

Do I have to pay a third party to be the registered agent?

No, most Oregon businesses are able to list an officer, owner, or employee and the business street address for their registered agent and registered office address.

Contact Information

Full name: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Telephone: _____ **Fax:** _____ **Cell:** _____

E-Mail Address: _____

Entity Name: _____

Entity Type: _____

Entity Address 1: _____

Entity Address 2: _____

City, State, Zip: _____

Is this for a new Entity Formation? Yes No

If yes, has this been filed with the Secretary Of State yet? Yes No

Is someone else currently serving as The registered agent? Yes No

Please advise of preferred instructions if legal documents are served or sent to registered agent: _____

