



II. CHANGE OF WEST VIRGINIA REGISTERED AGENT INFORMATION (If applicable)

List the following information for the West Virginia registered agent appointed to accept service of process on behalf of the applicant.

1a. Previous registered agent's name (may be a person or company):

\_\_\_\_\_

b. New registered agent's name (may be a person or company):

\_\_\_\_\_

2a. Agent's new physical street address (address cannot be a P.O. Box):

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

b. Agent's new mailing address (address may be a P.O. Box):

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

3. Agent's new telephone number with area code: \_\_\_\_\_

4. New agent's signature (required if appointing a new agent): The new agent named here, whose signature appears in the space provided below, has given consent to appointment as agent to accept service of process on behalf of the litigation financier.

New Agent Signature: \_\_\_\_\_

III. CHANGE IN BOND REQUIREMENT INFORMATION (If applicable)

Check Box, if changing the surety bond or irrevocable letter of credit, indicating the new surety bond or irrevocable letter of credit is attached to this application.

IV. APPLICANT STATEMENT AND SIGNATURE (required)

By signing below, the applicant affirms that the answers to all questions in this application are true, complete, and correct, and that the applicant has the authority to file the requested changes pursuant to §46A-6N-2(c) of the West Virginia Code.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Important Legal Notice Regarding Signature:** Per West Virginia Code §31D-1-129. **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the secretary of state for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both. **Important Note:** This form is a public document. Please **do NOT provide any personal identifiable information on this form** such as social security number, bank account numbers, credit card numbers, tax identification or driver's license numbers.

**IMPORTANT - BEFORE YOU SEND THIS APPLICATION, CHECK THE BOXES BELOW INDICATING YOU HAVE INCLUDED THE FOLLOWING ITEMS:**

1.  The completed, original **West Virginia Amendment to Litigation Financier Registration (Form LF-2)**, *this application*.
2.  **If changing the surety bond or irrevocable letter of credit, the new surety bond or irrevocable letter of credit** issued and confirmed by a financial institution authorized by law to transact business in the state of West Virginia in **an amount not less than \$50,000** is attached.
3.  **\$25 Filing Fee.**

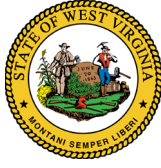
⇒ **Expedite Service** - Additional fee applies if requesting expedite service. Refer to the attached **Customer Order Request** form for additional fee.

**Payment Options** -

- **Check or Money Order:** *Make payable to West Virginia Secretary of State.*
- **Credit Card:** You must complete and include the attached **e-Payment Authorization** form.

⇒ **An application missing any part of the above listed items cannot be accepted and will be immediately returned for corrections.**

4.  Deliver all the above to one of the processing centers listed in the attached **Filing Submission Instructions**.



West Virginia Secretary of  
 State Business & Licensing  
 Division Tel: (304)558-8000  
 Fax: (304)558-8381  
 Website: www.wvsos.gov

**CUSTOMER ORDER REQUEST**

INCLUDE THIS FORM WITH YOUR FILING

Name of Business on Filing: \_\_\_\_\_

**Contact for Filing:**

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Order Description: Please Identify the type of filing or request being made.

**EXPEDITING SERVICE OPTIONS\***

- Standard (5-10 business days) - No additional cost
- In-Person Same Day -\$25 in addition to filing fee
- Next Business Day - \$25 in addition to filing fee
- 2 Hour - \$250 in addition to filing fee
- 1 Hour - \$500 in addition to filing fee

**Expediting Service is NOT AVAILABLE for:**

- Dissolutions / Withdrawals of Corporations, Voluntary Associations, or Business Trusts
- Credit Service Organization Registrations
- Trademark Filings
- Sole Proprietor / General Partnership Trade Names

\*Fees apply to each business. Time frame Indicates when the filing will be completed and registered in the Secretary of State database.

**Return Information:**

Method of Return:

- Hold for Pick Up
- Email: \_\_\_\_\_
- Specialty Carrier (Please provide return envelope & prepaid label)
- USPS Mail (standard)

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

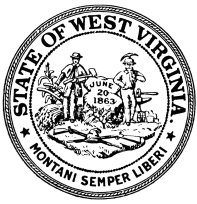
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Please Mail Filing to Any Secretary of State Hub Office**

**WV One Stop Business Center**  
 13 Kanawha Blvd. W.  
 Suite 201  
 Charleston, WV 25302

**North Central WV Business Hub**  
 153 West Main Street  
 Suite G - Third Floor  
 Clarksburg, WV 26301

**Eastern Panhandle Business Hub**  
 229 East Martin Street  
 Martinsburg, WV 25401



Secretary of State  
Capitol Building Charleston,  
WV 25305 Phone: (304)  
558-6000 Website:  
sos.wv.gov

## Next Business Day, 2-Hour, and 1-Hour Expedite Service Guidelines

---

### NEXT BUSINESS DAY EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your **"24-HOUR EXPEDITE"** request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

**Time Constraints:** Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

### 2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

### 1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgment (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**