



Amending a Certificate of Authority Interstate/International Law Firm

The following document and payment must be submitted to the North Carolina State Bar to amend a Certificate of Authority to Transact Business in North Carolina (e.g. change the name of a firm, change the responsible NC-licensed attorney, etc.)

1. A copy of the Application for Amended Certificate of Authority: Form PC-03 for a PA/PC; Form PLLC-03 for a PLLC; Form LLP-03 for an LLP.

Forms can be found on the NC SOS website:

[https://www.sosnc.gov/forms/by_title/ Business Registration](https://www.sosnc.gov/forms/by_title/Business%20Registration)

2. A check or money order for the \$20.00 processing fee (payable to NC State Bar.)

Mail the above to: NC State Bar
Membership Department
Attn: Phillip McWilliams
P.O. Box 26088
Raleigh, NC 27611

If approved, the NC State Bar will email a non-objection letter and an updated certificate of registration (if there is a firm name change) along with instructions for submission to the NC SOS.

If you have any questions, please contact Phillip McWilliams, Professional Organization Coordinator at (919) 828-4620 x 225, or email pmcwilliams@ncbar.gov.

If you have any questions regarding the filing process with the NC SOS, please contact Darron Jones: djones@sosnc.gov, or Daniel Crabbe: dcrabbe@sosnc.gov.

217 E. Edenton Street, Raleigh, NC 27601
P.O. Box 26088, Raleigh, NC 27611

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