

Registered Agent FAQs

WHAT IS A REGISTERED AGENT?

A registered agent is an entity or individual named with the governing office to provide the required legal street address and to accept Service of Process (notification of legal proceedings) and all official notices from the jurisdiction on behalf of the company.

DOES MY COMPANY HAVE TO HAVE A REGISTERED AGENT?

Yes. In most jurisdictions, a registered agent is required. Any company forming or qualifying within a jurisdiction that requires an appointed registered agent must satisfy the requirement and have a registered agent on record with the jurisdiction's governing office.

WHERE DOES INCSEV PROVIDE REGISTERED AGENT SERVICES?

Incserv can provide registered agent service in all 50 states, as well as the District of Columbia and in some jurisdictions outside of the United States.

IN WHAT INSTANCES SHOULD I USE MY REGISTERED AGENT ADDRESS?

You may use Incserv's address when incorporating, forming or qualifying an entity and when you are asked to provide a registered agent or registered office address. Your registered agent address should never be listed as your company's physical address nor should it appear on letterhead or other communications such as websites.

HOW DO I CHANGE MY REGISTERED AGENT TO INCSEV?

Our team of specialists are happy to work with you through the Change of Agent (COA) process. Once the filing is on record with the proper jurisdiction(s), we will bill for the first year agent service.

HOW DO I UPDATE MY CONTACT INFORMATION WITH INCSEV?

When you need to update contact information such as, but not limited to, address, phone number or email address, please call us at 800-346-4646. You can also email us at info@incserv.com or update your contact information via Snapshot, our 24/7 self-serve online portal. Visit incserv.com to learn more.

Please note that as a "customer first" organization, we will regularly contact you in a variety of ways to request contact information updates, but it is ultimately your responsibility to keep us informed. Failure to promptly communicate contact information updates can cause delays in receiving vital information for or about your company and potentially result in resignation of registered agent appointment.

WHAT OTHER SERVICES DOES INCSEV PROVIDE?

Beyond registered agent, Incserv provides a comprehensive suite of services including corporate services, compliance services, annual report filing, UCC and lien services, federal and embassy services, virtual offices, mail forwarding and more. Visit incserv.com to learn more.

WHAT IS THE COST OF THE REGISTERED AGENT SERVICE?

Incserv's annual registered agent fee is \$120 per entity, per jurisdiction. This fee is due to Incserv on the first day of the renewal month. Invoices are emailed 45 days prior to the due date. There are no hidden fees or service charges.

Have more Questions?

We're here to help. Contact us at 800-346-4646 or email us at info@incserv.com.