Office of the Minnesota Secretary of State

Email Address for Official Notices Change

Read the instructions before completing this form.

No Fee

1. File Number: _____

2. Organization Name: (Required)

   _____

3. Email Address for Official Notices: (Required)

   Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

   _____

☐ Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

4. Name and Title (or Position) of Submitting Party: (Required)

   _____

   Print Name and Title (or Position)

5. List a name and daytime phone number of a person who can be contacted about this form:

   _____ _____

   Contact Name Phone Number

Print Reset

INSTRUCTIONS

File your business document online by visiting our website at www.sos.state.mn.us.

1. File Number: List the file number issued by the Office of the Secretary of State.

2. Organization Name: List the business name on file with the Secretary of State's office.

3. Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

4. List the name and title (or position) of the person submitting this request to change the official email address for the organization listed.

5. List a name and daytime telephone number of a person who can be contacted about this form.

There is no fee for filing a change to the Official Email Address.

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:
Minnesota Secretary of State - Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul, MN 55103
(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.