



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

PROFESSIONAL DESIGN FIRM: Request for Change of Managing Agent

TO APPOINT A NEW MANAGING AGENT TO AN EXISTING PROFESSIONAL DESIGN FIRM:

1. Complete the form on page two.
2. Submit the required Board resolution appointing the new Managing Agent for the specific profession. A sample is below for your reference. *Note: A resolution is required for each managing agent that is being replaced/added.*
3. Email the above items to the Department at FPR.LMU@illinois.gov and put "Change of Managing Agent" for the subject line.

GENERAL INFORMATION:

- Do **not** use this form to apply for a Professional Design Firm registration.
- To add or remove a profession, you will need to use this form: <https://www.idfpr.illinois.gov/Renewals/Apply/Forms/F2309.pdf>
- The Managing Agent is the individual who is in Responsible Control for the respective profession in Illinois.
- An individual can only be a Managing Agent for ONE firm at a given time.
- The new Managing Agent must be licensed in Illinois for the profession(s) he/she is being appointed for.
- If adding multiple Managing Agents, complete numbers 12 through 17 on the form.
- An email address for the firm is **required** for processing.
- All supporting documents must be submitted at the same time as your completed form.
- Electronic signatures are accepted.
- Please contact the Department at **217.524.3210** for assistance.

SAMPLE BOARD RESOLUTION

RESOLUTION

The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a (Profession Name), (IL License number) (for architects ONLY—Member of the Board of Directors/Members/Partners), and a full time employee, as the managing agent in charge of all the (Profession Name) activities in Illinois.

_____	_____
Name	Signature & Date
_____	_____
Name	Signature & Date
_____	_____
Name	Signature & Date

Notes:

The resolution should be on the firm's letterhead.

If the firm's practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of the PLLC, LLC or LLP and listed in the resolution.

The engineering profession must be specified as either Professional Engineering OR Structural Engineering.



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1. PROFESSIONAL DESIGN FIRM NAME		2. FIRM LICENSE NUMBER XXX-XXXXXX	
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3. FIRM MAILING ADDRESS			
STREET	CITY	STATE/PROVINCE	POSTAL CODE
4. FIRM E-MAIL ADDRESS (required)		5. FIRM TELEPHONE NUMBER	
6. REASON FOR THE CHANGE IN MANAGING AGENT	7. REMOVAL DATE OF PREVIOUS MANAGING AGENT (if replacing)	8. EFFECTIVE START DATE OF NEW / ADDITIONAL MANAGING AGENT	
9. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX	12. LICENSE NUMBER OF NEW ADDITIONAL MANAGING AGENT XXX-XXXXXX	15. LICENSE NUMBER OF NEW ADDITIONAL MANAGING AGENT XXX-XXXXXX	
-	-	-	
10. NAME AS IT APPEARS ON LICENSE	13. NAME AS IT APPEARS ON LICENSE	16. NAME AS IT APPEARS ON LICENSE	
11. ILLINOIS SEAL AND SIGNATURE OF NEW MANAGING AGENT	14. ILLINOIS SEAL AND SIGNATURE OF NEW MANAGING AGENT	17. ILLINOIS SEAL AND SIGNATURE OF NEW MANAGING AGENT	
Seal	Seal	Seal	
_____ Signature	_____ Signature	_____ Signature	

DEPARTMENT USE ONLY:

Questions:

Phone 800.560.6420

Email: FPR.DesignUnit@illinois.gov