



**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 below.
2. Complete the PDF-BR Board Resolution form. A PDF-BR Board Resolution form must be submitted for each Managing Agent that is being appointed.
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:

- To add or remove a profession, you will need to use this form: <https://www.idfpr.illinois.gov/Renewals/Apply/Forms/F2309.pdf>
- An individual can only be a Managing Agent for ONE firm at a given time.
- If adding multiple Managing Agents, complete a separate form for each managing agent.
- 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 **800.560.6420** for assistance.

CHANGE OF MANAGING AGENT REQUEST FORM

1. PROFESSIONAL DESIGN FIRM NAME	2. FIRM LICENSE NUMBER XXX-XXXXXX
3. FIRM E-MAIL ADDRESS (required)	4. FIRM FIEN NUMBER (or SSN for sole prop)
5. REASON FOR THE CHANGE IN MANAGING AGENT	6. EFFECTIVE START DATE OF NEW / ADDITIONAL MANAGING AGENT
7. MANAGING AGENT NAME AS IT APPEARS ON LICENSE	8. LICENSE NUMBER OF NEW MANAGING AGENT XXX-XXXXXX

9. MANAGING AGENT CERTIFICATION

I understand the Managing Agent is the individual who is in Responsible Control for the respective profession in Illinois and certify I am a full-time employee of the firm and agree to act as the Managing Agent for the profession in which I am licensed in Illinois.

Signature

Date

IDFPR STAMP USE ONLY:



- Illinois law requires that a managing agent be named for each profession that a Professional Design Firm (PDF) registration plans to offer in Illinois. The managing agent is the individual who acts in responsible charge for the specified profession.
- A PDF may name multiple licensees for the same profession but at least one must be named.
- Use of this form is required when appointing a new managing agent for your PDF.
- All parts of this form must be completed for it to be accepted.
- Please use a separate form if appointing multiple managing agents.
- For the practice of Architecture, the named managing agent must be a member of the Board of Directors/Members/Partners and must be listed as such in Part III of the form below.
- Questions regarding this form may be direct to FPR.DesignUnit@Illinois.gov

PART I – PROFESSIONAL DESIGN FIRM INFORMATION

NAME OF PROFESSIONAL DESIGN FIRM	IL. PROFESSIONAL DESIGN FIRM NUMBER (if currently registered)	IDFPR STAMP USE ONLY
BUSINESS EMAIL ADDRESS	FEIN NUMBER (or SSN for sole proprietor)	

PART II – OFFICIAL RESOLUTION OF THE BOARD

The _____ of _____,
 (Directors/Members/Partners) (Firm Name)

designate _____ who is licensed in Illinois as a/an
 (Name of licensee)

_____ under _____,
 (Architect/Land Surveyor/Professional Engineer/Structural Engineer) (Illinois license number)

and a full-time employee of the above named firm, as the managing agent in charge of all the activities in Illinois for the
 _____ profession.
 (Architect/Land Surveyor/Professional Engineer/Structural Engineer)

PART III – CERTIFICATION OF BOARD OF DIRECTORS/MEMBERS/PARTNERS

Illinois law requires that each member of the PDF's Board or a designated appointee certify the managing agent resolution. You may include a separate sheet if additional names are necessary.

I/We hereby certify the information reported herein is true and correct to the best of my/our knowledge and will comply with requests for further information from the department if needed.

NAME	TITLE	SIGNATURE	DATE
NAME	TITLE	SIGNATURE	DATE
NAME	TITLE	SIGNATURE	DATE
NAME	TITLE	SIGNATURE	DATE

PART IV – MANAGING AGENT CERTIFICATION

I certify that I am a full-time employee of the business organization, licensed in Illinois for the profession in which the organization plans to offer services for and understand I will be in Responsible Control of said services for the respective profession in Illinois.

_____ Printed Name _____ Signature _____ Date