

## **HOW TO COMPLETE A DISTRICT CHANGE OF NAME**

The district provides to the Commission the following:

- A copy of District board meeting minutes showing when the change of name motion was made and approved and including the results of the vote to approve the change of name motion.
- An application for a Certificate of Change of Name. The application can be a letter, dated and signed by the district chair, addressed to the Secretary of State, requesting a Certificate of Change of Name from XXX Conservation District (previous district name) to XYZ Conservation District (new district name). For an example letter, see page 2. NOTE: Although this request letter is addressed to the Secretary of State's Office, please send it, along with the items listed below, to the Soil & Water Conservation Commission. The Commission will deliver everything needed by the Secretary of State to complete the certification of the change of name.
- NOTE: When submitting the above items to the Commission it is a good idea to alert both the district support services staff and the Boise office staff that your documents are on their way. If you don't receive a Change of Name Certificate within 8 – 10 weeks of having submitted the above material you should ask the Commission for a status update.

The Commission presents to the Secretary of State's Office:

- The material provided by the district to the Commission.
- A statement approving the change of name. The statement needs to include the following information relative to the district requesting the change of name: "A certificate of organization of the ABC Conservation District as a governmental subdivision of the State of Idaho was issued by the Secretary of State's Office on XXX Month, YYY Day, ZZZ Year".

The Secretary of State:

- Following its review of the materials submitted by the Commission, certifies and records the change of name.
- Issues the district a Certificate of Change of Name. The Certificate will typically be mailed to the Commission, who then forwards it to the Conservation District.

Idaho Secretary of State's Office  
P.O. Box 83720  
Boise, ID 83720-0080

Secretary of State:

During our District board meeting of month\day\year (date), the Supervisors of the AAAA (old name) Conservation District approved a change of name from the AAAA Conservation District to the BBBB (new name) Conservation District. Having approved the change of name, the board is now respectfully applying for a Certificate of Change of Name and asking that the change of name be recorded in the Secretary of State's Office.

Thank-you,

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District Chair

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Date

Attachments: District board meeting minutes showing district supervisors' approval of the change of name motion.