



Designated Agent Reporting Instructions

Overview

The 83 Illinois Administrative Code 215 defines reporting requirements for **Designation of Agents**. The **83 Ill. Adm. Code 215.10(a)** requires that each utility annually designate, in writing, on a form prescribed by the Commission, an agent within the State of Illinois upon whom service of all process, notices and demands may be made, and to file such designation in the Chief Clerk's office after January 1st and prior to January 31 of each year. Additionally, please note, pursuant to **83 Ill. Adm. Code 215.50** it is required that within 15 days after any change regarding the chief executive officer or designated agent, a report of such action, and the information relative to the new chief executive officer or designated agent is required to be filed with the Chief Clerk's office. You may list an out-of-state agent, but it is **required** that you provide an Illinois agent.

A utility is any entity who has received a certificate of any type from the Illinois Commerce Commission. This includes, but is not limited to:

- Distributed generation (DG)
- Energy Efficiency Installers (EEI)
- Electric Vehicle Charging Station Installer (EV)
- Agents, Brokers, and Consultants (ABC)
- Alternative Retail Electric Suppliers (ARES)
- Alternative Gas Suppliers (AGS)

To maintain an up-to-date list of Designated Agents, the ICC requests that you file a designation, following the instruction in the next section.

Instructions

1. On the ICC website, use the Entity search to find the entity, whose DA Form you are looking for (<https://www.icc.illinois.gov/emdb/ucdb/search>).
2. Once you find the entity, click the **Profile** link.
3. Under **Form Information**, download the **Designated Agent Form**
4. Indicate if the information is correct or make any necessary changes or additions including:
 - a. phone numbers
 - b. fax numbers
 - c. e-mail addresses
5. If only a **Temporary Agent** is listed on the form, please provide the name and contact information for the CEO and the in-state designated agent.
6. If there are no changes, please state that on the form.
7. The form must be returned to the Chief Clerk's Office at:

Illinois Commerce Commission
Chief Clerk's Office
527 East Capitol Avenue
Springfield, Illinois 62701