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**APPLICATION TO
REGISTER A COMPANY
NAME**

FILE ONE ORIGINAL
FEE: \$25.00 new registration
\$10.00 renewal registration

Hrs: 8:30 a.m. – 5:00 p.m. ET

1. The entity applying for name registration in West Virginia is registered in its home state as a:

- Corporation Limited Partnership Limited Liability Company
 Business Trust Voluntary Association Limited Liability Partnership

2. The current application is for: New name Registration Renewal of name registration

3. Name to be registered: _____

4. Address of company:

_____ Street _____ City/State/Zip

5. Incorporation State: _____ Date of Company Formation: _____

6. The entity is engaged in the business activity of: _____

7. The **name** and **address** of the **applicant** (person or company) is:

_____ Name _____ Address _____ City/State/Zip

8. Signature of applicant: _____

A CERTIFICATE OF EXISTENCE FROM THE STATE IN WHICH YOU ARE ORGANIZED IS REQUIRED TO COMPLETE THE APPLICATION PROCESS.

ACKNOWLEDGEMENT
(For office use only)

TO THE APPLICANT:

The name is registered for the applicant from the date of this filing until December 31, _____. To continue protection for an additional year, renew the registration before that date. (Renewal period is between Oct. 1-Dec. 31)

The name cannot be registered because it is not distinguishable from a name currently being used. The registration fee will be returned or refunded to the applicant.

Date Filed: _____ **Approved/Filed by:** _____
Business & Licensing Clerk

INSTRUCTIONS FOR FILING NAME REGISTRATION

BEFORE you fill out the application: Your corporate name can be registered only if it is available – that is, if the name is not the same as and is distinguishable from any other name which has been reserved or filed. Before you prepare this application, call the Corporations Division at (304)558-8000 to find out if your name is available. A telephone check on availability of a name is NOT a guarantee.

Once your name registration is approved, you are guaranteed exclusive use of the name until the 31st of December following your registration. The registration may be renewed between October 1 and December 31 for an additional year. If the registration lapses, the company must file a new registration again to re-establish protection.

FILLING OUT THE APPLICATION: (All requested information is required by law)

- Section 1.** Please check your company type. The types listed are the only ones for which a name can be registered in West Virginia.
- Section 2.** Check new if no registration is currently in effect. Check renewal if the registration is now in effect.
- Section 3.** List the name exactly as it appears on your certificate of existence.
- Section 4.** List the address of the principal office of the company.
- Section 5.** List the State in which the company is organized and the date of its formation.
- Section 6.** State the business purpose of the company.
- Section 7.** List the name of the applicant (person or company).
- Section 8.** Signature of the applicant.

Mail completed form, certificate of existence and filing fee of \$25 (for new registration) or \$10 (for renewal of name registration) to the address on top of form.

Make checks payable to the WV Secretary of State

Send two originals if you would like to have a filed copy returned to you.