



## **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 the name will be available when the application is received by this office.

Once your name registration is approved, you are guaranteed exclusive use of the name until the 31<sup>st</sup> 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 original formation.

**Section 6.** State the business purpose (activity) of the company.

**Section 7.** List the name of the applicant (person or company).

**Section 8.** Signature of the applicant and Date the application is signed.

***\*Important Legal Notice Regarding Signature:***

**Corporations/Voluntary Associations/Business Trusts/Unincorporated Nonprofit Associations/Limited Partnerships** - Per West Virginia Code [§31D-1-129](#). **Penalty for signing false document.** Any person who signs a document he or she knows is false in any material respect and knows that the document is to be delivered to the Secretary of State for filing is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars or confined in the county or regional jail not more than one year, or both. **Limited Liability Companies/Limited Liability Partnerships** - Per West Virginia Code [§31B-2-209](#). **Liability for false statement in filed record.** If a record authorized or required to be filed under this chapter contains a false statement, one who suffers loss by reliance on the statement may recover damages for the loss from a person who signed the record or caused another to sign it on the person's behalf and knew the statement to be false at the time the record was signed.

**Important Note:** This form is a public document. Please **do NOT provide any personal identifiable information on this form** such as social security number, bank account numbers, credit card numbers, tax identification or driver’s license numbers.

**Mail completed form, CERTIFICATE OF EXISTENCE and filing fee of \$25 (for NEW registration) or \$10 (for RENEWAL of name registration) to the address at top of form.**

**Make checks payable to the West Virginia Secretary of State.**

**Send one original and one copy if you would like to have a “filed” stamped copy returned to you.**