

Natalie E. Tennant  
Secretary of State  
1900 Kanawha Blvd E.  
Bldg 1, Suite 157-K  
Charleston, WV 25305



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Corporations Division  
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**FILE ONE ORIGINAL**  
(Two if you want a filed  
stamped copy returned to you)  
**FEE: \$25.00**

## APPLICATION FOR TRADE NAME

Hrs: 8:30 a.m. – 5:00 p.m. ET

1. The name of the company applying to register a trade name is: \_\_\_\_\_
2. The above company is applying to do business within West Virginia under the following trade name: \_\_\_\_\_
3. The address of the principal office: \_\_\_\_\_  
\_\_\_\_\_
4. The **name, title, address** and **signature** of the person having authority to make application:  
Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_
5. **Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**BEFORE you fill out the application:** The name you select will be approved **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 the name you have chosen is available. A telephone check on availability of a name is not a guarantee, but it will help find a name you can use.

As required by §47-8-4 of the West Virginia Code, corporations, associations, limited partnerships, limited liability partnerships, business trusts, and limited liability companies may not conduct business under a trade name or assumed name without first filing an application for registration of trade name with the Secretary of State.

**FILE THE APPLICATION AT THE ADDRESS ON THE TOP OF THE APPLICATION**  
**FEE -- \$25 Make checks payable to the WV Secretary of State.**