



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

TN-1 Trade Name Registration Form. Version 4, February 2016.

Use this form to register your trade name.

If entity will own the trade name, said entity must be in good standing before filing this form.

ENTITY TYPE

All entities; Initial Trade Name Registration.

FILING FEE

Refer to Corporate Fee Schedule posted online;

Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the individual or entity identified below hereby applies for a Certificate of Trade Name Registration and for that purpose submits the following statement:

1. Name of Individual or Organization (entity), using the trade name:

2. Proposed Trade Name: (trade name may not be the same as individual's name or contain corporate suffix such as LLC, Corp, Ltd, LP, etc.)

3. Type of Organization Applying for Trade Name:

4. Name and street address of organization's governor (authorized person):

NAME

ADDRESS

5. Complete Business Address:

6. Registered Agent's name and address in the District Columbia.

7. Name of the Governor or Authorized Person.

7A. Signature of the Governor or Authorized Person.

If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

Mail all forms and required payment to:

Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400

Corporate Online Services Information:

Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <https://corp.dhra.dc.gov>, create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."



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TN-2 Trade Name Renewal Form
Version 4, February 2016.

Use this form to renew your existing trade name.

If entity owns the trade name, said entity must be in good standing before filing this form. Trade name renewal is due by April 1st of the very second year from the year of registration or last renewal. If trade name is not renewed by April 1st it can be renewed by August 31st of the same year with late fee added equal to current trade name renewal fee.

ENTITY TYPE	FILING FEE
All entities; Trade Name Renewal	Refer to Corporate Fee Schedule posted online;

Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the individual or entity identified below hereby applies for a Trade Name Renewal and for that purpose submits the following statement:

1. Name of Individual or Entity, using the trade name:	
2. Existing Trade Name:	
3. Trade Name File # or Owing Entity File#:	
4. Trade Name Expiration Year:	
5. Name of the Governor or Authorized Person.	5A. Signature of the Governor or Authorized Person.

If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

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TN-3 Trade Name Cancellation Form
Version 4, February 2016.

Use this form to cancel your trade name. Trade name cancellation effective date is the date of filing of this form.

If owner of the trade name is entity and it is not in active status trade name is canceled automatically.

ENTITY TYPE

All entities; Trade Name Cancellation

FILING FEE

Refer to Corporate Fee Schedule posted online;

Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the entity identified below hereby applies for a Certificate of Trade Name Cancellation and for that purpose submits the following statement:

1. Name of Individual or Entity, using the trade name:

2. Existing Trade Name:

3. Trade Name File # or Owing Entity File#:

4. Date of original registration:

5. Name of the Governor or Authorized Person.

5A. Signature of the Governor or Authorized Person.

If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

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TN-4 Trade Name Amendment Form
Version 4, February 2016.

Use this form to amend the following information on your trade name: ownership (new owner must be registered and in good Standing) or address change or registered agent change (sole-proprietors and other non-filing entities only) or trade name change.

ENTITY TYPE

All entities; Trade Name Amendment

FILING FEE

Refer to Corporate Fee Schedule posted online;

Under the provisions of the Title 29 of D.C. Code (Business Organizations Act) and Title 47 Chapter 28, the entity identified below hereby applies for a Certificate of Trade Name Amendment and for that purpose submits the following statement:

1. Name of Individual or Entity, using the trade name:

2. Existing Trade Name: (give trade name file# or owning entity file#)

3. Date of original registration:

4. Trade Name File # or Owing Entity File#:

5. The following amendments are made to the initial application for registration:

6. Name of the Governor or Authorized Person.

6A. Signature of the Governor or Authorized Person.

If you sign this application, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

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