

**District of Columbia Government  
Corporations Division**

**Name Reservation Registration & Transfer Form GN-3, Ver. 2, April 2018.**

Use this form to reserve the domestic filing entity name. This form can also be used to transfer existing name reservation from one person to another. Name reservation is valid for 120 days from the date of registration or the date of name transfer.

**ENTITY TYPE / AUTHORITY**

**FILING FEE**

Domestic Filing Entity: § 29-103.03.

Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act), the person listed below hereby applies for a Certificate of Name Reservation and for that purpose submits the statement below.**

1. Name of the Person reserving the name.

2. Person's address.

3. Proposed Name. (name shall include the appropriate corporate qualifiers based on the entity type)

4. Select one of the following:

Initial Reservation

Name Reservation Transfer

**Name Reservations Transfer only: Answer 4A-B.**

4A. Name of the New Person.

4B. New Person's address.

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

5. Person's Signature.

**Mail all forms and required payment to:**

Department of Consumer and Regulatory Affairs  
Corporations Division  
PO Box 92300  
Washington, DC 20090  
**Phone: (202) 442-4432**

**Corporate Online Services Information:**

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