

**District of Columbia Government  
Corporations Division**

**TN-1 Trade Name Registration Form.  
Ver. 5, April 2018.**

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 / AUTHORITY	FILING FEE
All entities; Initial Trade Name Registration: §47-2855.02.	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):	
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) 442-4432**

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

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**TN-2 Trade Name Renewal Form  
Ver. 5, April 2018.**

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 1<sup>st</sup> of the very second year from the year of registration or last renewal. If trade name is not renewed by April 1<sup>st</sup> it can be renewed by August 31<sup>st</sup> of the same year with late fee added equal to current trade name renewal fee.

ENTITY TYPE / AUTHORITY	FILING FEE
All entities; Trade Name Renewal: § 47-2855.04.	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
Ver. 5, April 2018.

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 / AUTHORITY

FILING FEE

All entities; Trade Name Cancellation: § 47-2855.03.

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  
Ver. 5, April 2018.**

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 / AUTHORITY**

**FILING FEE**

All entities; Trade Name Amendment: § 47-2855.03.

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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