

**APPLICATION TO REGISTER A  
COMPANY NAME**

Form NR-2  
Rev. 07/2025

**West Virginia Secretary of State**  
Business & Licensing Division  
Tel: (304)558-8000  
Fax: (304)558-8381  
Website: [www.wvsos.gov](http://www.wvsos.gov)

**FILE ONE ORIGINAL**

**(Two if you want a filed stamped copy returned to you)**

**FEE: \$25.00 - NEW registration**

**\$10.00 - RENEWAL registration**

**A CERTIFICATE OF EXISTENCE FROM THE STATE IN WHICH THE ENTITY WAS  
ORIGINALLY ORGANIZED IS REQUIRED TO COMPLETE THE APPLICATION PROCESS.**

1. The entity applying for name registration in West Virginia is **registered in its home State as a:**

Corporation       Limited Partnership       Limited Liability Company

Business Trust       Voluntary Association       Limited Liability Partnership

2. The current application is for:  **New** name registration       **Renewal** of name registration

3. Name to be registered: \_\_\_\_\_

4. Address of company:

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

5. Incorporation State: \_\_\_\_\_ Date of Original Company Formation: \_\_\_\_\_

6. The entity is engaged in the business activity of: \_\_\_\_\_

7. The **name** and **address** of the **applicant** (person or company) is:

Name \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

8. **Signature information** (see **\*Important Legal Notice Regarding Signature** in the attached instructions):

Signature \_\_\_\_\_ Date \_\_\_\_\_

**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.

**ACKNOWLEDGEMENT**

(For office use only)

**TO THE APPLICANT:**

The name is registered for the applicant from the date of this filing **until December 31, \_\_\_\_\_**.  
To continue protection for an additional year, renew the registration before that date. (Renewal period  
is between Oct. 1 - Dec. 31)

The name cannot be registered because it is not distinguishable from a name currently  
being used. The registration fee will be returned or refunded to the applicant.

**Date Filed:** \_\_\_\_\_ **Approved/Filed by:** \_\_\_\_\_

Business & Licensing Clerk

## 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 one of the BUSINESS CENTERS listed in the attached FILING SUBMISSION INSTRUCTIONS.**

**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.**



West Virginia Secretary of  
 State Business & Licensing  
 Division Tel: (304)558-8000  
 Fax: (304)558-8381  
 Website: www.wvsos.gov

**CUSTOMER ORDER REQUEST**

INCLUDE THIS FORM WITH YOUR FILING

Name of Business on Filing: \_\_\_\_\_

**Contact for Filing:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Order Description: Please Identify the type of filing or request being made.

**EXPEDITING SERVICE OPTIONS\***

- Standard (5-10 business days) - No additional cost
- In-Person Same Day -\$25 in addition to filing fee
- Next Business Day - \$25 in addition to filing fee
- 2 Hour - \$250 in addition to filing fee
- 1 Hour - \$500 in addition to filing fee

**Expediting Service is NOT AVAILABLE for:**

- Dissolutions / Withdrawals of Corporations, Voluntary Associations, or Business Trusts
- Credit Service Organization Registrations
- Trademark Filings
- Sole Proprietor / General Partnership Trade Names

\*Fees apply to each business. Time frame Indicates when the filing will be completed and registered in the Secretary of State database.

**Return Information:**

Method of Return:

- Hold for Pick Up
- Email: \_\_\_\_\_
- Specialty Carrier (Please provide return envelope & prepaid label)
- USPS Mail (standard)

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Please Mail Filing to Any Secretary of State Hub Office**

**WV One Stop Business Center**  
 13 Kanawha Blvd. W.  
 Suite 201  
 Charleston, WV 25302

**North Central WV Business Hub**  
 153 West Main Street  
 Suite G - Third Floor  
 Clarksburg, WV 26301

**Eastern Panhandle Business Hub**  
 229 East Martin Street  
 Martinsburg, WV 25401



Secretary of State  
Capitol Building Charleston,  
WV 25305 Phone: (304)  
558-6000 Website:  
sos.wv.gov

## Next Business Day, 2-Hour, and 1-Hour Expedite Service Guidelines

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### NEXT BUSINESS DAY EXPEDITE SERVICE

The Secretary of State offers a 24-hour expedite service on most business organization filings processed by this office. If you choose to utilize this service, please enclose with your filing the additional expedite fee. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. You must mark the document with your **"24-HOUR EXPEDITE"** request. If using a cover letter, note that you are requesting 24-hour expedited service, and include your telephone number and return information. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made. This office *does not* fax confirmation of a 24-hour expedite.

The fee for 24-hour handling is \$25.00 in addition to the usual fee for service. Please consult our fee schedules for the appropriate fee. If you require assistance, please contact this office.

**Time Constraints:** Under most circumstances, each filing submitted receives same day filing date and may be picked up in the office by the end of the same business day. Filings to be mailed the next business day if received by 2:00 pm of receipt date and no later than the 2nd business day if received after 2:00 pm. Expedite period begins when filing or service request is received in this office in acceptable fileable form.

### 2-HOUR EXPEDITE SERVICE

The Secretary of State offers a 2-hour expedite service on most filings processed by this office. If you choose to utilize the 2-hour expedite service, please enclose with your filing an additional \$250.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 2-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 2-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

### 1-HOUR EXPEDITE SERVICE

The Secretary of State offers a 1-hour expedite service on most filings processed by this office. If you choose to utilize the 1-hour expedite service, please enclose with your filing an additional \$500.00 per filing and/or order. Please note that this expedite fee is in addition to the standard fee charged on each filing and/or order. Complete and submit the 1-hour customer order instruction form. If not using our order form, state clearly in your cover letter that you are requesting 1-hour expedited service and include your telephone number and return information. Attach the order form or cover sheet to the *top* of your filing and submit to this office. Each filing will be returned by U.S.P.S. regular mail unless other arrangements are made.

**1-Hour and 2-Hour Time Constraints:** Each filing submitted for either 1-hour or 2-hour expedite receives same day filing date and will be acknowledged by fax or e-mail within expedite service time. Failure to indicate method of acknowledgment (fax or e-mail) or to provide a correct fax number or e-mail address may prevent the Secretary of State from acknowledging the filing of such documents. Filings may be picked up within the expedite service period. Filings to be mailed will be mailed out no later than the next business day following receipt. Expedite period begins when filing or service request is received in this office in fileable form.

**The Secretary of State reserves the right to extend the expedite period in times of extreme volume, staff shortages or equipment malfunction. These extensions are few and will rarely extend more than a few hours.**