**APPLICATION FOR NAME RESERVATION**
Form NR-1
Rev. 07/2026

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

**FILE ONE ORIGINAL**
**(Two if you want a filed stamped copy returned to you)**
**FEE: $15.00**

1. I want to **reserve** the following **name** for a period of one hundred twenty (120) days: _____

2. The name will be used for a (**check one**):

☐ Corporation ☐ Limited Liability Company ☐ Limited Partnership
☐ Business Trust ☐ Voluntary Association ☐ Limited Liability Partnership

3. The person or company reserving this name intends to (**check one**):

☐ Organize as a West Virginia company.
☐ Change existing (present) company name.
☐ Qualify as a foreign company in West Virginia – the original state of registration is _____

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

Name: _____
Street Address: _____
City/State/Zip: _____

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

**Signature**: _____ **Date:** _____

**Title**: _____ **Phone Number:** _____

**E-mail Address:** _____

**Important Note:** This form is a public document. Please **DO NOT provide any personal identifiable information on this** form such as social security numbers, bank account numbers, credit card numbers, tax identification or driver's license numbers.

**ACKNOWLEDGEMENT**
**(For office use only)**

**TO THE APPLICANT:**

☐ The **name is reserved** for the exclusive use of the applicant for **one hundred twenty (120) days beginning** _____ and **ending** _____.

☐ The name is **NOT available** (see attached name conflict), and the application is accordingly denied.

**BY:** _____
Business & Licensing Clerk

## INSTRUCTIONS FOR FILING APPLICATION FOR NAME RESERVATION

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, you can check for name availability by searching the business database. Please see our Business Name Guidance Document to understand how we approve names. Once your name reservation application is approved, you are guaranteed exclusive use of the name for 120 days.

### FILLING OUT THE APPLICATION:

1) The requirements for the name of the new company depends on the laws for each company type.

**All company types**

The name may not contain any word or phrase which implies that it is organized for any purpose other than the stated purpose of the company.

The terms "banking" and/or "insurance" cannot be used in the business name if the business activity does not include "banking" and/or "insurance."
Words such as "engineer" or "engineering" may only be used if the purpose is to practice professional engineering and one of the principals is a registered WV professional engineer.
Some licensed professions have specific requirements and prohibitions.
The term "911" is prohibited.
Any company which is not a corporation may not use the corporate terms listed below.

**Corporation**

The name must include one of these words or abbreviations:
Incorporated; Corporation; Company; Limited; Inc.; Corp.; Co.; Ltd.

**Limited Liability Company**

The name must include one of these terms or abbreviations:

Limited Liability Company; Limited Company; L.L.C.; LLC; L.C.; LC; Ltd. Co.
"Professional" companies must first obtain board approval for the name and must use either: Professional Limited Liability Company; Professional L.L.C.; Professional LLC; P.L.L.C.; PLLC

**Limited Liability Partnership**

The name must include one of these terms or abbreviations:

Registered Limited Liability Partnership; L.L.P.; LLP

**Limited Partnership**

The name must include one of these terms or abbreviations:

Limited Partnership; Ltd. Partnership; L.P.; LP
The name may not contain the name of a limited partner unless that person or company is also a general partner, or unless the business has been carried on under the name before that limited partner was admitted.

**Voluntary Association & Business Trust** May not include any term indicating it is incorporated.

2) **Sole Proprietorships, General Partnerships and/or Joint Ventures may not reserve a name with the Secretary of State.** These types of business structures form through the West Virginia State Tax Department. Check the type of company you plan to form, and make sure the name you propose meets those requirements.

3) Check the reason you are reserving the name.

4) When you are ready to register the company, the person who signs as the applicant to reserve the name will be required to file the company formation documents with Secretary of State. The applicant is essentially the owner of the name for 120 days. The applicant should be a principal of the company.

5) 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.

**Note:** A reserved name may be transferred from any other person or company by filing with the Secretary of State a "Notice of Transfer" executed by the applicant for whom the name was reserved, specify the name and address of the transferee.

**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.

**SUBMIT THE COMPLETED APPLICATION ALONG WITH PAYMENT TO ONE OF THE BUSINESS CENTERS LISTED IN THE ATTACHED FILING SUBMISSION INSTRUCTIONS.**

**Filing Fee - $15 - Make checks payable to the West Virginia Secretary of State.**

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.

| |
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**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**<br>13 Kanawha Blvd. W.<br>Suite 201<br>Charleston, WV 25302 | **North Central WV Business Hub**<br>153 West Main Street<br>Suite G - Third Floor<br>Clarksburg, WV 26301 | **Eastern Panhandle Business Hub**<br>229 East Martin Street<br>Martinsburg, WV 25401 |

**Secretary of State 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

## 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* **f**ax 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 **u**tilize the 2-hour expedite service, please enclose with your filing an additional $250.00 per filing and/or order. Please note that this **e**xpedite 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 **u**tilize the 1-hour expedite service, please enclose with your filing an additional $500.00 per filing and/or order. Please note that this **e**xpedite 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.**