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This legal document
should be typed.
All illegible
documents
will be REJECTED.

Instructions for Filing Limited Liability Company Fictitious Business Name Statement

Section 7-16-9 of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

All filings are public records under RIGL 38-2-1, et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#).
2. List the name of the limited liability company. The entity name can be verified through our [Corporate Database](#). If the entity name has changed an amendment, form [401](#) or form [451](#), must be filed with this office. [Electronic filing](#) may be available.
3. List the fictitious business name the entity would like to use. Your fictitious business name must be distinguishable from any name on file in this office. You may check [name availability](#) on our website; however, this does not ensure the name will still be available upon filing.
4. List the state or country of formation.
5. Domestic entities **MUST** list the date of organization. Foreign entities **MUST** list the date of registration in Rhode Island. The entity's date of formation/registration can be verified through our [Corporate Database](#).
6. Applicant is otherwise authorized to do business in the state of Rhode Island.
7. An Authorized Person of the limited liability company **MUST** sign and date the form.

How to pay the filing fee:

The filing fee is payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will NOT result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#).
- Enter the name or ID number of your entity and click "Search."
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing."
- Identify the desired type of filing and click on "PDF" under "View PDF" to view and print the record.



Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:

Date:

Proposed Entity Name:

Street Address:

City:

State:

Zip Code:

Email Address:

Phone Number: