

## Did you register a “**DBA**” (Trade Name) with your City or Town Clerk?

Your business name registration may have been transferred to the RI Department of State.

### Why were trade names transferred to the State?

A recent change to RI Gen. Law § 6-1 required the transfer of all *active* Trade Names from each of Rhode Island’s 39 municipalities to the RI Department of State. Each municipality independently determined its active Trade Name record set.

As of January 1, 2026, the RI Department of State’s **Business Services Division** records and maintains all Trade Name registrations in Rhode Island.

### How can I claim my Trade Name?

If you own a Trade Name that was transferred to the RI Department of State, a member of our staff can help you claim the record.

Email us at [corp\\_pin@sos.ri.gov](mailto:corp_pin@sos.ri.gov) for assistance. Be sure to include the business name and Trade Name ID number in the body of the email.

#### Contact RI Business Services:

 Mon - Fri 8:30am - 4:30pm

 148 W. River Street, Providence, RI 02904

 401-222-3040

 [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov)



**RI Business Services**

-  Plan
-  Start
-  Maintain
-  Close



**a business or non-profit!**

## Steps to Claim a Transferred Trade Name

Each Trade Name transferred from a RI municipality to the RI Department of State has a unique claim code which allows a user to connect the existing record with their user account. Once claimed, you'll be able to submit filings on behalf of the Trade Name and download evidence of its registration at no cost. Follow the steps below to claim your existing Trade Name.

1

Obtain your claim code.

- Search the trade name database to find your existing record. Make note of your Trade Name's ID number.
- Email us at [corp\\_pin@sos.ri.gov](mailto:corp_pin@sos.ri.gov) to request a claim code. Be sure to include the business name and the Trade Name ID number in the body of your email.
- Our team will respond by providing the unique claim code associated with your Trade Name.

2

Create an account in the Trade Name online filing system.

- Visit <https://trade.sos.ri.gov/>
- Click "Create a Profile"
- Enter all required information.
- Double-check the email address you entered as this will be your username AND the email address to which notifications about your Trade Name filings are directed.
- Click "Register Me"

3

Log in to your account and claim your existing Trade Name record.

- Visit <https://trade.sos.ri.gov/>
- Enter your username (email address) and chosen password and click "Log In"
- Click "Claim a Trade Name"
- Enter the claim code you received in Step 1 in the text box and click "Claim."

4

Submit filings or download proof of registration.

- Return to your dashboard by clicking the words "RI Secretary of State" at the top of the screen.
- Click "My Trade Names"
- The Trade Name record you claimed will appear in this list. Click the  icon in the "Actions" column to download a FREE Certificate of Registration.
- Click "Amend" to make changes to the Trade Name record or "Withdraw" to cancel the Trade Name registration. There is no fee to file an amendment or withdrawal.

