Trade Name Application (Natural Persons) Instructions

This form should be used when one or more individuals are applying for a trade name.

Filing Type Section

Original: For a brand-new trade name, choose "original."

Amendment: If changing information associated with a trade name already registered, choose "amendment." An amendment overrides or supersedes the original, and therefore should be completed the same as the original.

The natural persons indicated on the amendment are the natural persons now associated with the trade name. Natural persons listed in the original, but not on the amendment are no longer associated with that trade name.

An amendment cannot change the filer type, e.g., changing a trade name associated with a group of people to one associated with a business organization. File a new original trade name in that case.

Trade Name Section

Trade Name: The trade name should be spelled exactly as it is to be used, including capitalization and punctuation. Characters available on a standard American keyboard can be used, like the dollar sign "$" at symbol "@" or ampersand "&." Do not use pictures or emojis that cannot be rendered as text by a computer.

Street Address: The street address for the trade name should be a physical address located within the town you are filing in. As this form is filed by individuals, this should be the address they consider the principal business address for the business.

Email Address: The email address will be used to notify the filers when the expiration date nears. Please ensure the email address is properly formatted with an at "@" symbol and a domain like "gmail.com."

Natural Persons Section

Number: If the trade name is associated with only one person, leave person 2 section blank. If the trade name is associated with 3 or more natural persons, use another sheet of paper to list the other persons. Include all the information required for persons 1 and 2 on the form and include space for each person to sign.

Identity: The natural persons associated with the trade name will provide proof of identity while completing the acknowledgement. Individuals under the age of 18 should not be associated with a trade name.

Large Group: If the group is large, it is acceptable to designate a few people as the principals of the group and list them.

Street Address: The natural persons may reside in another town or state.

Acknowledgment Section

The trade name application should be signed before the town clerk or notary public. As with all acknowledgements, the town clerk or notary must confirm the identity of the signer(s) and confirm the document is submitted voluntarily. The town clerk or the notary should complete the acknowledgement section after all persons have signed.

True Copy Section

This section was added to address town clerks who routinely provide a certified copy of the trade name application back to the filer. Enter the town where the filing occurs, sign and date.

Town Clerk Only Section

Filing Date: This is the date the town clerk accepted the filing.

Expiration Date: This is five years from the day following the filing. Example, if the filing date is January 2, 2025, the expiration date is January 3, 2030.

Filing Number (Optional): Town clerks that use a filing system that produces a unique number for each trade name can enter the number here.

Volume and Page (Optional): Town clerks that use a volume and page method to record filings can enter the information here.