

Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
web site: www.dos.pa.gov/corps

General Information

Typewritten is preferred. If handwritten, the form must be legible and completed in black or blue-black ink in order to permit reproduction. The nonrefundable filing fee for this form is \$70.

Checks should be made payable to the Department of State. Checks must contain a commercially pre-printed name and address.

This form and all accompanying documents, including any necessary governmental approvals, shall be mailed to the address stated above.

Available names will be reserved for a period of 120 days. Bank name reservations will be reserved for a period of six months.

NOTE: The online and customer service name availability search function only performs a preliminary search of availability in the Bureau's database. Upon receipt of a registration request, the Bureau will perform a detailed search and confirm whether or not the requested name is available. Do not have signs, business cards, bank accounts or contracts established in the requested business name prior to obtaining official confirmation of acceptance of the filing from the Bureau.

This form only provides for a single, one-time reservation of a name. After the 120-day reservation period expires, the name becomes available again and anyone, including the original reserver, may reserve the name. Nothing prevents the formation of an association for the purpose of holding a name if a longer period of reservation is desired than the 120-day period permitted by 15 Pa.C.S. § 208.

Who should file this form?

Any individual or association seeking to reserve an association name for a period of 120 days may file this form. Fictitious names may not be reserved because they do not have name exclusivity.

Applicable Law

For name reservations, in general, 15 Pa.C.S. § 208; for names, in general, 15 Pa.C.S. § 414 and §§ 201-209. Statutes are available on the Pennsylvania General Assembly website, www.legis.state.pa.us, by following the link for Statutes.

Association Name Requirements

Association designators are not required to reserve an association name. Generally, the name of an association may

not be the same as the name of another association which is already on the records of the Department of State. A domestic filing entity, a domestic limited liability partnership, an electing partnership, a registered foreign association or an association registered at any time under 54 Pa.C.S. Ch. 5 (relating to corporate and other association names) may consent to the use of its name. See DSCB:19-17.2 (Consent to Appropriation of Name) for consent requirements.

Attachments

The following, in addition to the filing fee, shall accompany this form:

- (1) Any *necessary* copies of form DSCB: 19-17.2 (Consent to Appropriation of Name).
- (2) Any *necessary* governmental approvals.

Form Instructions

Enter the name and mailing address to which any correspondence regarding this filing should be sent. This field must be completed for the Bureau to return the filing. If the filing is to be returned by email, an email address must be provided. An email will be sent to address provided, containing a link and instructions on how a copy of the filed document or correspondence may be downloaded. Any email or mailing addresses provided on this form will become part of the filed document and therefore public record.

1. Give the name of the association to be reserved.

An association designator is not required to be part of the reserved name. For domestic filing entity name requirements, see 15 Pa.C.S. §§ 201-207. For foreign association name requirements, see 15 Pa.C.S. § 412 and § 414. Statutes are available on the Pennsylvania General Assembly website, www.legis.state.pa.us, by following the link for Statutes. **This field is required.**

2. Give the name of the person or association requesting the name reservation. Under the definition of "person" in 1 Pa.C.S. § 1991, a corporation, partnership, or other association, as well as a natural person, may reserve an association name. **This field is required.**

3. Give the address of the person or association requesting the name reservation. Post office boxes are not acceptable for any address. Under 15 Pa.C.S. § 135(c) (relating to addresses), an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address. **This field is required.**

4. Give the name of the person or association to whom the reservation is transferred. **This field is required for Transfer of Name Reservation only.**

5. Give the address of the person or association to whom the reservation is transferred. **This field is required for Transfer of Name Reservation only.**

Signature and Verification

The person or an authorized representative of the association reserving the name must sign the Name Reservation. A Transfer of a Name Reservation must be signed by the transferor (the individual or association that initially reserved the name). A Transfer of a Name Reservation may not be signed by the transferee (the person to whom the name is transferred).

Signing a document delivered to the Department for filing is an affirmation under the penalties provided in 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) that the facts stated in the document are true in all material respects

This field is required.