



## Filing Form Cover Letter

Please return the approval certificate to:

Name (Individual or Business Name):

To the Attention of (if necessary):

Address:

City:

State

ZIP Code:

Phone Number:

E-mail Address:

- Check here if you would like to receive important notices via e-mail from the Ohio Secretary of State's office regarding Business Services.
- Check here if you would like to be signed up for our Filing Notification System for the business entity being created or updated by filing this form. This is a free service provided to notify you via e-mail when any document is filed on your business record.

Please make checks or money orders payable to: "Ohio Secretary of State"

Type of Service Being Requested: (PLEASE CHECK **ONE** BOX BELOW)

- Regular Service:** Only the filing fee listed on page one of the form is required and the filing will be processed in approximately 3-7 business days. The processing time may vary based on the volume of filings received by our office.
- Expedite Service 1:** By including an Expedite fee of \$100.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 2 business days after it is received by our office.
- Expedite Service 2:** By including an Expedite fee of \$200.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 1 business day after it is received by our office. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Expedite Service 3:** By including an Expedite fee of \$300.00, **in addition** to the regular filing fee on page one of the form, the filing will be processed within 4 hours after it is received by our office, if received by 1:00 p.m. **This service is only available to walk-in customers who hand deliver the document to the Client Service Center.**
- Preclearance Filing:** A filing form, to be submitted at a later date for processing, may be submitted to be examined for the purpose of advising as to the acceptability of the proposed filing for a fee of \$50.00. The Preclearance will be complete within 1-2 business days.



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## Credit Card Authorization Form

Form Must Be Printed Or Typed

Cardholder Name

### Address

Street

City

State

ZIP Code

### Credit Card Information

Credit Card Type

Card Number

Expiration Month (MM)

Expiration Year (YYYY)

CVV/Security Code

**JON HUSTED**  
Ohio Secretary of State



Toll Free: (877) SOS-FILE (877-767-3453)  
Central Ohio: (614) 466-3910  
[www.OhioSecretaryofState.gov](http://www.OhioSecretaryofState.gov)  
[busserv@OhioSecretaryofState.gov](mailto:busserv@OhioSecretaryofState.gov)  
File online or for more information: [www.OHBusinessCentral.com](http://www.OHBusinessCentral.com)

**Mail this form to one of the following:**

Regular Filing (non expedite)  
P.O. Box 788  
Columbus, OH 43216  
  
Expedite Filing (**Two business day processing time.**  
**Requires an additional \$100.00**)  
P.O. Box 1390  
Columbus, OH 43216

[For screen readers, follow instructions located at this path.](#)

## Renewal of Trade Name or Fictitious Name Registration

**Filing Fee: \$25**

**Form Must Be Typed**

**(CHECK ONLY ONE (1) BOX)**

Renewal of Trade Name (172-RNR)

Reg. No.

Renewal of Fictitious Name (159-NFR)

Reg. No.

Trade Name or Fictitious Name to be Renewed

Name of Registrant Renewing Name

Registrant's Entity Number (if registered with Ohio Secretary of State):

**Complete if the registrant is a general partnership and has not provided an entity number above. Registration numbers are assigned to partnerships that have filed a statement under Ohio Revised Code Chapter 1776 OR complete if a partner was listed on the original application and that person/entity is no longer a partner.**

Provide the name and address of at least one general partner.

**Name**

**Address**

NOTE: Pursuant to OAG 89-081, if a general partner is a foreign corporation/limited liability company, it must be licensed to transact business in Ohio; if a general partner is a foreign corporation/limited liability company licensed in Ohio under an assumed name, please provide the assumed name and the name as registered in its jurisdiction of formation.

**By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.**

**Required**

Renewal must be signed by the registrant or authorized representative of the registrant.

If authorized representative is an individual, then they must sign in the "signature" box and print their name in the "Print Name" box.

If authorized representative is a business entity, not an individual, then please print the business name in the "signature" box, an authorized representative of the business entity must sign in the "By" box and print their name in the "Print Name" box.

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

## Instructions for Renewal of Trade Name or Fictitious Name

This form should be used to renew a trade name or fictitious name registration. Please select the appropriate box to indicate whether you are renewing a trade name or a fictitious name registration.

### Registration Expiration and Renewal

The registration of a trade name or a report of a fictitious name is effective for five years. The registration must be renewed at some point within the six months before the registration expires. Upon filing the renewal, the name is registered for an additional five years. If no renewal is timely filed, the name registration expires and a new name registration form would need to be filed to re-register the name. (Note: If a trade name is registered by another applicant following its expiration, the trade name will be unavailable for registration unless the new applicant consents.)

If the registrant is a partnership that has not filed a statement with our office under Ohio Revised Code Chapter 1776 and the original name application listed a partner name, the partnership must file a renewal if that partner ceases to be a partner. Pursuant to Ohio Revised Code §1329.04, such a renewal will extend the name registration for an additional five years from the date of the renewal filing. At least one partner name must be provided on this form.

### Name to be Renewed and Registrant Information

The trade or fictitious name must be provided.

Please provide the name of the registrant renewing the name. The registrant must be the same as the registrant (owner) of the name currently reflected in our records. If the registrant is a registered entity with our office, provide the registration/charter/license number.

### General Partner Information

If the partnership has filed a statement with our office pursuant to Ohio Revised Code chapter 1776, partners' names and addresses are not required. If a partnership has not registered with our office please provide the name and address of at least one general partner. If the partnership named any partner on its original name registration form, and that person/entity ceases to be a partner, the partnership must renew the trade name or fictitious name registration. Please provide the name and address of at least one partner, unless the partnership has filed a statement pursuant to ORC 1776.

### Additional Provisions

If the information you wish to provide for the record does not fit on the form, please attach additional provisions on a single-sided, 8 1/2 x 11 sheet(s) of paper.

### Signature(s)

After completing all information on the filing form, please make sure that the form is signed. The form must be signed by the registrant or by any authorized representative of the applicant.

**\*\*Note: Our office cannot file or record a document that contains a social security number or tax identification number. Please do not enter a social security number or tax identification number, in any format, on this form.**