



**State of Utah**  
**DEPARTMENT OF COMMERCE**  
**Division of Corporations & Commercial Code**  
**Business Name Registration / DBA Application Instructions**

Means of payment are: cash, check, credit card or money order made payable to the “State of Utah.” If faxing you must include, on a cover sheet, the number of a Visa, MasterCard or American Express with the date of expiration.

### **Business Information**

**Requested Business Name:** The name of the entity that you want to use.

**Business Purpose:** The general purpose of the business. You may use a specific code (NAICS Code) for this. The codes can be searched at: <http://www.census.gov/epcd/www/naics.html>

**Business Address:** The address of where the principal place of business is located.

**Registered Agent:** The individual or entity designated for service of process for the entity.

**Registered Address:** The address of the Registered Agent; it must be a Utah Street Address. A PO Box may be entered on the second line of the address block. All correspondence from the Division will go to this address.

### **Applicant/Owner Information**

**The Registered Agent will be recorded as the applicant/owner if this section is left blank.**

**Name:** The individual or business entity that will own the DBA. The business entity must be registered in Utah, and the Entity number should be the Utah Entity number issued by the Division of Corporations.

**Entity Number:** The entity number of the registered business issued by the Division of Corporations.

**Address:** The address of the individual or business entity that will own the DBA.

**City:** The city where the individual or business entity is located.

**State:** The state where the address for the individual or business entity is located.

**Zip:** The zip code where the individual or business entity is located.

**Signature Line:** An authorized party of the entity must sign the form; the signer’s title and the date of the signature must also be included.

**The process for the Applicant/Owner/Partner is repeated if you have two Applicant’s/Owner’s/Partner’s. If you have more than two Applicant’s/Owner’s/Partner’s, you will need to fill out another DBA Application.**

Under GRAMA {63-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.

<p><b>Mail In:</b> PO Box 146705 Salt Lake City, UT 84114-6705</p> <p><b>Walk In:</b> 160 East 300 South, Main Floor</p> <p><b>Information Center:</b> (801) 530-4849</p> <p><b>Toll Free:</b> (877) 526-3994 (within Utah)</p> <p><b>Fax:</b> (801) 530-6438</p>
---