



State of Rhode Island and Providence Plantations  
Department of State - Business Services Division

## Instructions for Filing Fictitious Business Name Statement

[Section 7-1.2-402](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

**This legal document should be typed. All illegible documents will be REJECTED.**

### How to complete the form:

1. List the entity's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#). Please include this number on your check and refer to it in any future correspondence or filings with the Business Services Division.
2. List the name of the corporation. The entity name can be verified through our [Corporate Database](#). If the corporate name has changed an amendment, form [101](#) or form [151](#), must be filed with this office. [Electronic filing](#) may be available.
3. List the fictitious business name the entity would like to use. Your fictitious business name must be distinguishable from any name on file in this office. You may check [name availability](#) on our website; however, this does not ensure the name will still be available upon filing.
4. List the state or country of incorporation.
5. Domestic entity's **MUST** list the date of incorporation. Foreign entity's **MUST** list the date of qualification in Rhode Island. The entity's date of incorporation/qualification can be verified through our [Corporate Database](#).
6. List the address of the registered office as **PRESENTLY** shown in the corporate records on file with our office. The entity's registered agent office can be verified through our [Corporate Database](#).
7. List the business the fictitious business name is engaged in.
8. Applicant is otherwise authorized to do business in the state of Rhode Island.
9. An Authorized Officer of the corporation **MUST** sign and date the form.

### How to pay the filing fee:

The filing fee is \$50, payable either in person via cash, credit card, or check at the Business Services Division, or by mail to the Business Services Division via check made payable to the R.I. Department of State.

### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Go to our [Corporate Database](#)
- Enter the name or ID number of your entity and click "Search"
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "Files" to view and print the record
- Filing rejections can be viewed [here](#), via the Rejected Filings Viewer on our website.

### How to maintain your status:

The corporation is responsible for filing an annual report each calendar year, excluding the year of incorporation, between January 1 and March 1. A courtesy reminder will be mailed to the registered agent prior to January 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a registered agent and/or address may result in the revocation of the Certificate of Incorporation pursuant to RIGL [7-1.2-1310](#).

Every entity registered with the Rhode Island Department of State - Business Services Division may have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.



### Fictitious Business Name Statement DOMESTIC or FOREIGN Business Corporation

→ Filing Fee: \$50.00

STAMP

FOR SECRETARY OF STATE  
USE ONLY

Pursuant to the provisions of RIGL [7-1.2-402](#), the undersigned business corporation hereby submits the following statement for authority to transact business in the state of Rhode Island under a fictitious business name:



1. Entity ID Number		2. Exact Name of the Corporation	
3. List the fictitious business name to be used:			
4. List the state or country the entity is incorporated:		5. List the date of incorporation:	
6. List the address of its registered office within Rhode Island:			
Street Address			
City		State <b>RHODE ISLAND</b>	Zip
7. List the business in which it is engaged:			
8. Applicant is otherwise authorized to do business in the state of Rhode Island.			
<b><i>Under penalty of perjury, I declare and affirm that I have examined this Fictitious Business Name State and that the information contained herein is true and correct.</i></b>			
Name of Authorized Officer of the Corporation			Date
Signature of Authorized Officer of the Corporation			
SIGN DOCUMENT HERE			

**MAIL TO:**

**Division of Business Services**

148 W. River Street, Providence, Rhode Island 02904-2615

**Phone:** (401) 222-3040

**Website:** [www.sos.ri.gov](http://www.sos.ri.gov)



STAMP

FOR SECRETARY OF STATE  
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If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov).



## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:		Date:
Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		Phone Number: