



# APPLICATION FOR RESERVATION OF LEGAL ENTITY NAME

**Please note:** It is not necessary to apply for a name reservation if articles of incorporation, organization or other business entity formation are being concurrently filed.

Pursuant to Idaho Code § 30-1-402 and 53-603, the undersigned applies for reservation of the following name for a period of four months:

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(please print or type the full entity name including Inc., LLC, etc.)

Dated: \_\_\_\_\_

Reserved by: \_\_\_\_\_  
Name of applicant (print or type)

\_\_\_\_\_  
Street or PO Box

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature of applicant or, if applicant is  
a corporation, of officer or agent

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Capacity

Secretary of State use only

# INSTRUCTIONS

Optional: If the document requires a correction, please list a telephone number where we can reach you.

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Note: Complete and submit the application in duplicate. It is not necessary to apply for a name reservation if articles of incorporation, organization or other business entity formation are being concurrently filed.

1. Enter the name of the company you would like to reserve for a 4 month period. A name can only be reserved for the name of a corporation or limited liability company.
2. Enter the name and address of the person or company who is applying to reserve the name.
3. The document must be signed by the applicant, or if the applicant is another legal entity, by an officer or agent of the company. Please identify the signer by typing his/her name below the signature and indicating in what capacity they are signing.

Enclose the appropriate fee:

- ◆ The filing fee is \$20.00.
- ◆ If expedited service is requested, add \$20.00 to the filing fee.
- ◆ If the fees are to be paid from the filing party's pre-paid customer account, conspicuously indicate the customer account number in the cover letter or transmittal document.

Pursuant to Idaho Code § 67-910(6), the Secretary of State's Office may delete a business entity filing from our database if payment for the filing is not completed.

Mail or deliver to:  
Office of the Secretary of State  
450 N 4th Street  
PO Box 83720  
Boise ID 83720-0080

If you have any questions or need help, call the Secretary of State's Office at (208) 334-2301.