



# APPLICATION FOR RESERVATION OF LEGAL ENTITY NAME

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

Pursuant to Idaho Code § 30-21-303, the undersigned applies for reservation of the following name for a period of four months (120 days):

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

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

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

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

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

\_\_\_\_\_  
Signature of applicant

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

\_\_\_\_\_  
Capacity

Secretary of State use only

# INSTRUCTIONS

If the document is incorrect, provide contact information where can you be reached for corrections:

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Phone Number

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Email Address

Note: Complete and submit the application in duplicate. It is not necessary to apply for a name reservation if articles of incorporation, certificate of organization or other business entity formation are being concurrently filed. This form may not be used for an assumed business name filing.

1. Enter the name of the company you would like to reserve for a 4 month period (120 days). A name can only be reserved for the name of a corporation, limited liability company, limited liability partnership or limited partnership.
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 (make checks payable to Idaho Secretary of State):

If the application is typed, the fee is \$20.00

If the application is not typed, the fee is \$40.00.

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 indicate the customer account number in a cover letter.

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.

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