
Business Trade Name Registration Instructions & Forms

FEES:

Trade Name Registration Fee: \$10.00 (per trade name registration), payable to the Clerk of Circuit Court in the form of cash, check, or money order. The fee for partnerships of 3 or more partners is \$10.00 **plus** an additional \$1.00 per partner in excess of two.

Trade Name Termination Fee: \$5.00 (per trade name termination), payable to the Clerk of Circuit Court in the form of cash, check or money order.

Certified Copy of Registration or Termination: \$2.50 (per certified copy), Payable to the Clerk of the Circuit Court in the form of cash, check, or money order.

INSTRUCTIONS:

1. Select the applicable Trade Name Registration or Trade Name Termination form(s) from below. Fill out the form(s) completely. *Incomplete forms will be returned.*
2. Have all signatures **notarized**.
3. Enclose a self-addressed, stamped envelope for the return of your receipt(s) and certified copies (if applicable).
4. Mail completed form(s), payment, and self-addressed envelope to:

**Chesapeake Circuit Court
307 Albemarle Drive, Suite 300A
Chesapeake, VA 23322
ATTN: Records Room**

Trade Name Forms

Corporate Trade Name Application

Limited Liability Company Trade Name Application

Limited Partnership Trade Name Application

Sole-Proprietor Trade Name Application

Partnership Trade Name Application
(2 Partners)

Partnership Trade Name Application
(3 or 4 Partners)

Partnership Trade Name Application

(Corporations)

Trade Name Termination Form