



District of Columbia Government  
Corporations Division

**Name Reservation Registration & Transfer Form GN-3, Ver. 3, September 2023**

Use this form to reserve the domestic filing entity name. This form can also be used to transfer existing name reservation from one person to another. Name reservation is valid for 120 days from the date of registration or the date of name transfer.

ENTITY TYPE / AUTHORITY	FILING FEE
Domestic Filing Entity: § 29-103.03.	Refer to Corporate Fee Schedule posted online;

**Under the provisions of the Title 29 of D.C. Code (Business Organizations Act), the person listed below hereby applies for a Certificate of Name Reservation and for that purpose submits the statement below.**

1. Name of the Person reserving the name

2. Person's address

3. Proposed Name (name shall include the appropriate corporate qualifiers based on the entity type)

4. Select one of the following

Initial Reservation       Name Reservation Transfer

**Name Reservations Transfer only: Answer 4A-B.**

4A. Name of the New Person

4B. New Person's address

If you sign this form you agree that anyone who makes a false statement can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405;

5. Person's Signature

**Mail all forms and required payment to:**  
 Department of Licensing and Consumer Protection  
 Corporations Division  
 PO Box 712300  
 Philadelphia, PA 19171-2300  
**Phone: (202) 442-4432**

**Many corporate filings are available online.**

Go to our CorpOnline site at <https://corponline.dlcp.dc.gov> and sign in with Access DC to proceed.

Online filings are paid by credit card.