



**Brian P. Kemp**  
Secretary of State

**OFFICE OF SECRETARY OF STATE**  
**Corporations Division**  
**Name Reservation Request**  
313 West Tower, #2 Martin Luther King Jr. Drive  
Atlanta, Georgia 30334  
404-656-2817

**NAME RESERVATION REQUEST**

**Applicant Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

The nonrefundable filing fee is **\$25.00**. You may send a check, cashier's check or money order made payable to the Office of Secretary of State. You may also request a name online at [www.georgiacorporations.org](http://www.georgiacorporations.org). Online filers can pay using a credit card (M/C, Visa, Discover or AMEX) or ACH. Once Approved, you will receive a name reservation number valid for 30 days. Within 30 days you may go online and incorporate using the name reservation. Name reservations cannot be renewed and expire after 30 days. However, you do have the option to reserve the name again for \$25.00 as long as the name is available.

If the requested name is not available a rejection notice will be sent via telephone, email or US mail (the \$25.00 charge still applies) and will include instructions on submitting another request without additional charge. Another choice may be submitted within 10 days without payment or another fee.

Please be advised that the on-line system only performs a preliminary search in our database. An in-house examiner will perform a detailed search and confirm whether or not your name is available. The \$25.00 fee is for performing the search. Your name is NOT confirmed and reserved until you receive official notification from this office.

**Please indicate your choice(s) for a name:** *(Enter the exact name of the organization. The name must contain the word 'Corporation', 'Incorporated', 'Company', 'Limited', 'Limited Liability Company', 'Limited Company', 'LTD., Liability Company', 'LLC', 'L.C.', 'Limited Partnership', 'L.P.', 'LTD. Partnership' or the abbreviation of one of these words.)*

- **1<sup>st</sup> Preference** \_\_\_\_\_
- **2<sup>nd</sup> Preference** \_\_\_\_\_
- **3<sup>rd</sup> Preference** \_\_\_\_\_

**Please return this form, along with your payment to:**  
**OFFICE OF SECRETARY OF STATE**  
**Corporations Division**  
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