

**STATE OF ALABAMA**

**NAME RESERVATION REQUEST FORM  
FOR DOMESTIC ENTITIES**

**PURPOSE:** To request reservation of entity name prior to forming said entity in the State of Alabama. Pertinent requirements are listed in Title 10A, Chapter 1, Article 5 of the Alabama Business and Nonprofit Entities Code. These requirements apply to all entity types, business and non-profit.

**INSTRUCTIONS:** Mail this completed form with the appropriate fee to the Office of the Secretary of State at **PO Box 5616, Montgomery, AL 36103**. Include a check, money order, or credit card payment for \$10 for standard processing (no guaranteed processing timeframe – dependent on volume) or \$25 for expedited processing (within approximately twenty-four (24) hours of receipt).

The request is only accepted via mail or courier and will not be accepted via fax or email. Using a credit card and our website, you may reserve the name online in the time it takes to type this request (see page 4).

No fees are charged or deposited until the Reservation is approved. If the credit card does not authorize or the check is dishonored/terminated (there is a \$30.00 NSF check fee for all returned checks)

All processing instructions are complete in this form; cover letters are not necessary and will not be reviewed.

(For SOS Office Use Only)

**The information completing this form must be typed or the requests will be rejected without review.**

**Faxed or emailed request will not be acknowledged, reviewed, processed, or returned.**

1. Type of Entity (check one):

- Business Corporation
- Nonprofit Corporation
- Professional Corporation (PC)
- Limited Liability Company (LLC)
- Registered Limited Liability Partnership (LLP)
- Limited Partnership (LP)
- Limited Liability Limited Partnership (LLLLP)
- Employee Cooperative Corporation
- Real Estate Investment Trust

2. Name Requested [10A-1-5.11]:

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Please see pages 3 and 4 of this form for naming requirements under *Code of Alabama 1975*.

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3. The request for name reservation is submitted by and for the use of **(this information will appear on the certificate)**:

Requester Name (entity or individual): \_\_\_\_\_

Address: \_\_\_\_\_

4. The certificate of name reservation is to be mailed to: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address **(If the certificate is to be held for pick-up, Hold For Pickup must be typed in this line.)**  
**There is no call for pick-up service available.**

\_\_\_\_\_  
Date Signature of Requester [10A-1-5.11]

**If the requester is, a Service Provider using a prepaid account:**

Acct Name: \_\_\_\_\_ Acct Number: \_\_\_\_\_

\_\_\_\_\_ \$10.00 Standard Processing **or** \_\_\_\_\_ \$25.00 Expedited Processing

**Credit Card Payment Option (must be **typed and signed**):**

\_\_\_\_\_ \$10.00 standard processing option (processing timeframe depends on volume and staffing – see status on page 3)

\_\_\_\_\_ \$25.00 expedited processing option (generally processed within approximately twenty-four (24) hours of date of receipt)

Card Type: \_\_\_\_\_ (Visa, MC, Discover & AmEx)

Card Number: \_\_\_\_\_ Expiration Mo/Yr: \_\_\_\_\_/\_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Complete Billing Address: \_\_\_\_\_  
Street or PO City State Zip

Signature of Card Holder: \_\_\_\_\_

**MUST be signed in order to process.**

## NAME RESERVATION REQUEST FORM FOR DOMESTIC ENTITIES

### Informational Only/Do Not Send With Request

#### **Online Service Available:**

The name reservation request may be fully processed in real-time online. Go to [www.sos.alabama.gov](http://www.sos.alabama.gov) and click on the Business Services tab. Scroll down to the Online Services link beneath the Business Entities subheading. Non-subscribers pay a \$28 fee with a credit card and receive the reservation by printing it immediately at the end of the process. If you would like to go directly to online filing, click on the link below or cut and paste it into your browser: [https://www.alabamainteractive.org/sos\\_nameReservation/welcome.action](https://www.alabamainteractive.org/sos_nameReservation/welcome.action).

#### **Mailing of Certifications of Name Reservation:**

All documents not processed online are mailed standard USPS unless preaddressed envelopes with special postage or overnight courier envelopes are included with the request. Any overnight courier envelopes must have a completed airbill showing no reference to the Office of the Secretary of State, with the billing information completed and clearly marked “bill recipient” – if they are not completed in this manner they will be discarded.

#### **Status of Request:**

If a status of the request is needed, please go to [www.sos.alabama.gov](http://www.sos.alabama.gov) and click on the Government Records tab. Under that tab, there is a link for Business Entity Records, select it. The screen that appears will offer a variety of ways to search. Search by the entity name - that screen will list the “filings completed through” date to show the date through which processing has been completed. Enter the name just as filed following the instructions on the screen with regard to punctuation, etc. to determine if the request has been processed. If you do not have evidence of receipt and the request was not completed by the appropriate “through date,” we have to assume that the request never got into the office – the only way to obtain a receipt is through registered mail/courier service. If there is an issue about the status of a request, email the details and a copy of the receipt of delivery to [business.services@sos.alabama.gov](mailto:business.services@sos.alabama.gov) and a supervisor will research the problem and respond in the order in which the email was received.

The fastest most efficient method is via online filing in which you control the processing timeframe.

#### **Checking the Availability of a Name:**

Go to [www.sos.alabama.gov](http://www.sos.alabama.gov) and click on Government Records, then Business Entity Records in the drop-down listing, then search the database under Entity Name by typing in the name that you would like to use for your entity excluding entity identifiers such as Inc., LLC, etc. and any punctuation. Do not complete any of the other boxes on the search page and the system will show all entities using the name or, in many cases, similar names. Entity names must be distinguishable excluding entity designations on the index from existing names [10A-1-5.03]. Performing the search may shorten the time it takes to get a Name Reservation completed if you file on paper by reducing rejections. **If you use the Online Filing method, the search is a part of the process and it is not necessary to perform it separately.**

#### **Name requirements of Title 10A:**

**Corporations:** The name of a corporation must contain the word “corporation” or “incorporated”; or an abbreviation of one of those words. Exceptions are: nonprofit corporations, banks, trust companies, savings and loan associations, or insurance companies. [10A-1-5.04]

**Professional Corporations:** The name of a professional corporation must contain the words “professional corporation” or the abbreviation “P.C.” or “P C”. [10A-1-5.08]

## **NAME RESERVATION REQUEST FORM FOR DOMESTIC ENTITIES**

Limited Liability Companies (LLC): The name of a limited liability company must contain the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC". [10A-1-5.06]

Registered Limited Liability Partnerships (LLP): The name of a registered limited liability partnership shall contain the words "Registered Limited Liability Partnership" or the abbreviation "L.L.P." or "LLP". [10A-1-5.07]

Limited Partnerships: The name of a limited partnership that is not a limited liability limited partnership must contain the phrase "limited partnership" or "Limited," or the abbreviation "L.P.," "LP," or "Ltd." and must not contain the phrase "limited liability limited partnership" or the abbreviation "LLLP" or "L.L.L.P.". The name of a limited partnership may not contain the following words: "bank," "banking," "banker," "trust," "insurance," "insurer," "corporation," "incorporated," or any abbreviation of such words. [10A-9-1.08]

Limited Liability Limited Partnerships: The name of a limited liability limited partnership must contain the phrase "limited liability limited partnership" or the abbreviation "LLLP" or "L.L.L.P." and must not contain the phrase "limited partnership" or the term "Limited," or the abbreviation "L.P.," "LP," or "Ltd.". [10A-9-1.08]

**Names Requiring Letters from Other Agencies:** any banking entity will need a letter from the Alabama Banking Commissioner's Office and any insurance entity will need a letter from the Alabama Insurance Commissioner's Office.

**Names Requiring Evidence of Alabama Licensing:** any name using a professional designation in the name (i.e., engineering, attorney) requires a copy of the license of one officer/member or a letter from the governing agency allowing the use of the name without licensing.