

Business Bulletin

Trade Name Registration

What is a trade name?

A trade name is any name used in the course of business that does not include the full legal name of **all** the owners of the business.

In the case of a limited partnership or a corporation, it is any name that differs in **any** respect from the name registered with the Secretary of State (see example on the reverse side).

If you are using your personal name in your business name, please see the examples on the reverse side to determine if you need to register.

What is the purpose of trade name registration?

The trade name registration provides a record of all owners of a business. This information is provided to the public if requested. Registering your trade name does not protect the name from use by others.

Information on trade names can be found in RCW 19.80.010.

Why should I register my trade name?

Registration is required per RCW 19.80.10.

How do I register my trade name?

Trade names are registered using the Business License Application. Simply list each name you want to register in the Fees section on page one. There is a \$5 fee for each name you register.

How do I determine if a business name is available?

Search the Department of Revenue for firm names and trade names:

- Online with the Business Licensing Service at: licenselookup.wa.gov
- By mail- Send us a letter with your return address and a list of the names you want to research.

Send your letter to:

State of Washington
Business Licensing Service
PO Box 9034
Olympia, WA 98507-9034

- By phone at 360-705-6741

Note: If the search result is “No matches were found for your search,” it doesn’t guarantee that the name is not being used, only that it has not been registered.

Search the Office of the Secretary of State’s Trademark Division for corporation names, trademarks and servicemarks that are registered in this state. Contact their office at 360-725-0377.

Search the U.S. Patent and Trademark Office for federally reserved names at 1-800-786-9199 or at: www.uspto.gov/

Search the Washington Department of Revenue for business records at: www.dor.wa.gov

Search the Washington Labor and Industries for Building Contractor names at: www.lni.wa.gov

What do I do if I'm no longer using a trade name?

You can cancel a trade name by sending a letter requesting the cancellation to the address or fax number below. There is no charge for canceling a trade name.

State of Washington
Business Licensing Service
PO Box 47475
Olympia WA 98504-7475
Fax 360-705-6699