

Trade Name Forms:

[Trade Name Application \(Natural Persons\) Instructions](#)

Use this form for an original trade name or an amendment filed for a trade name held by one or more natural persons. The term “natural persons” is used here to highlight that these are filed by people/individuals, not business entities.

With the exception of phone number, all of the information requested on the form is now mandatory and a town clerk should not accept a filing with missing or inappropriate information. Phone number has been added as a practical measure in the event the town clerk needs to contact the filer.

[Trade Name Application \(Business Organizations\) Instructions](#)

Use this form for an original trade name or an amendment filed by a business organization. As we move forward, it's important to now verify that the business exists under the name and business ID as reported to the Secretary and reflected on business.ct.gov. Business names are unique in the state and the business ID/ALEI (authoritative legal entity identifier) is a unique number given to a business when it forms with the Secretary. The name and business ID should match exactly what you see on business.ct.gov, which will help you as we move towards a central registry.

[Trade Name Cancellation \(All Filer Types\)](#)

Use this form if a filer wishes to cancel a trade name prior to expiration. To keep the form simple, we have designed for one person to file and affirm that the filer is authorized to do so.