

Nancy Landry  
SECRETARY OF STATE

STATE OF LOUISIANA  
SECRETARY OF STATE

Commercial Division  
(225) 925-4704

Fax Numbers  
(225) 932-5314 Corporations  
(225) 932-5317 Legal Services  
(225) 932-5318 UCC



**TRANSMITTAL INFORMATION  
For All Business Filings**

Please indicate below the level of service requested, payment and contact information

Routine

Expedite \$30  
24 hour processing

Priority Expedite \$50  
2-4 hour processing

Check or Money Order Enclosed

\*Do not put credit card information on this form. You may save payment information in your geauxBIZ profile under master account.

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Business Name (List *exactly* as it appears in documents)

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Name of person filing document (evidence of filing will be mailed to this person, at address below)

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Address

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City

State

Zip Code

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Daytime phone number

Fax number

Email address

**NOTE: Business owners in the following parishes will be required to file all available business documents online through geauxBIZ: Ascension, Bossier, Caddo, Calcasieu, East Baton Rouge, Jefferson, Lafayette, Livingston, Orleans, Ouachita, Rapides, St. Tammany, Tangipahoa and Terrebonne. Please visit our website at GeauxBiz.com.**

**NOTE: Louisiana Law requires all Louisiana notaries to print or type their name and notary or bar roll number on the document.**

Mailing Address: P. O. Box 94125, Baton Rouge, LA \* 70804-9125

Office Location: 8585 Archives Ave., Baton Rouge, LA \* 70809

Web Site Address: [www.sos.la.gov](http://www.sos.la.gov)

**Nancy Landry  
Secretary of State**



**RESERVATION OF CORPORATE/LIMITED LIABILITY COMPANY/  
L3C/PARTNERSHIP NAME**

(R.S. 12:1-402A, 12:204, 12:303, 12:1307, 12:1344)

**Enclose \$25 filing fee  
Make remittance payable to  
Secretary of State  
Do Not Send Cash**

**Return to: Commercial Division  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
(225) 925-4704  
[www.sos.la.gov](http://www.sos.la.gov)**

The Secretary of State, State of Louisiana is requested to reserve the following name for use as a corporate/limited liability company/L3C/partnership name:

\_\_\_\_\_

Said name is requested to be reserved on behalf of \_\_\_\_\_

for a period of 120 days from the date of your receipt of this application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip


\_\_\_\_\_  
Area code/phone number

Submitted by:  
  
\_\_\_\_\_

\_\_\_\_\_  
Date

If the requested name is not available, please return this application and the filing fee to the above.

## INSTRUCTIONS

1. Names can be reserved for 120 days by filing an application for reservation and the requisite \$25 filing fee with the secretary of state. 
2. Name availability can be preliminarily checked by calling the Secretary of State's Office; however, telephone name searches are preliminary checks only and should not be relied upon.
3. Corporate names (for business corporations) must end with or include the words "Corporation," "Incorporated" or "Limited," or the abbreviation of any of these words, or may instead contain the word "Company" or the abbreviation "Co." if not immediately preceded by the word "and" or the symbol "&."
4. Limited liability company names should contain the words "Limited Liability Company," or the abbreviation "L.L.C.," or "L.C." No limited liability company shall include in its name any words which deceptively or falsely suggest a charitable or nonprofit nature.
5. L3C names shall contain the words "Limited Liability Company," or the abbreviation "L3C" or the abbreviation "l3c."
6. Corporate and limited liability company names shall not imply that the company is an administrative agency of any parish or of this state or of the United States.
7. Subject to limited exceptions, a corporate, limited liability company, L3C or partnership name must be distinguishable from other corporate, limited liability company, partnership or trade names previously registered with the Secretary of State's Office. Other rules do apply. A thorough reading of the laws pertaining to corporate, limited liability company and partnership names is required, or you may consult the attorney of your choice.
8. Filing a Reservation of Corporate/Limited Liability Company/L3C/Partnership Name does not formally adopt the name.