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.

Business Name (List exactly as it appears in documents)

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

Address

City    State    Zip Code

Daytime phone number    Fax number    Email address

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
Transfer of:  ( ) Corporation Name  ( ) Trade Name
( ) Limited Liability Company Name  ( ) Trade Mark  (Class: __________)
( ) Partnership Name  ( ) Service Mark  (Class: __________)

I, ______________________________________________, hereby authorize the transfer of reservation of
(Transferor/original owner)

__________________________
(Transferor's Name)

( ) _________________________
( ) _________________________
(City, State, & Zip Code)

for the remainder of the reservation period.

_____________________________________________________
Transferor’s Signature

_________________________________
Date
1. Reservations that are filed for corporations, limited liability companies, partnerships, trade names, trade marks, and service marks can be transferred from one owner to another owner by filing the Reservation Transfer.

2. Once the Reservation Transfer is filed, the transferee (new owner) takes possession of the reservation for the remainder of the reservation period.

3. When the reservation period expires, a new reservation may be filed by filing an Application for Reservation along with the requisite $25 filing fee with the secretary of state.

4. Filing a reservation or the transferring of an existing reservation does not formally adopt the name.