



Department of Commerce and Consumer Affairs
Business Registration Division
335 Merchant Street, Room 201
Mailing Address: P.O. Box 40, Honolulu, HI 96810
Phone: (808) 586-2727
Email: breg@dcca.hawaii.gov
Fax: (808) 586-2733
Website: BusinessRegistrations.com

INSTRUCTIONS FOR PREPARING AND FILING AN APPLICATION FOR REGISTRATION OF A TRADE NAME IN HAWAII

Section [482](#), Hawaii Revised Statutes (HRS)

Application must be typewritten or printed in **black ink** and must be **legible**. Attachments may be used, if necessary, and must be typed or printed in **black ink** on 8.5" x 11" white bond paper, single-sided. The application must be signed accordingly as follows: if the applicant is an individual, by the applicant; for a **corporation**, by an authorized officer of the corporation; for a general or limited **partnership**, by a general partner; for a **limited liability company**, by a manager of a manager-managed company or by a member of a member-managed company; and for a **limited liability partnership**, by a partner. The signature must be in **black ink**. Submit application together with the appropriate fee(s). The Certificate of Registration of Trade Name will be issued when the Application for Registration of a Trade Name in Hawaii is filed in compliance with Chapter [482](#), HRS.

Section [482-3](#), HRS, provides that the certificate of registration shall be constructive notice to all persons of the applicant's claim of the use of the trade name throughout the State, for the term of five years from the date thereof; provided that the trade name is continued in actual use by the applicant in this State. The acceptance of an application and issuance of a certificate of registration by the director shall not abrogate or limit any common law or other right of any person claiming to be the legal owner of a trade name.

Registration of a trade name with the department does not grant you ownership of the trade name. Ownership of a trade name is acquired by adoption and bona fide use of the trade name in the ordinary course of trade.

- Item 1. Indicate whether the trade name to be registered is a new registration, or a renewal of an existing registration. For a renewal, state the Certificate of Registration number. The registration of a trade name may be renewed at any time during the period of its registration for additional five year periods by filing a renewal application within six months prior to the expiration of the current term and complying with the renewal requirements prescribed by the director. See Section [482-3\(b\)](#), HRS.
- Item 2. State the complete trade name to be registered. "Trade name" means any name used by a person to identify a business or vocation of such person. It is the name your business is commonly known as, or the name you use when advertising or doing business. It is also called a "doing business as" or "DBA" name. FORM T-1 should not be used to register the name of a new corporation, partnership, or limited liability company.
- Item 3. 3a. Indicate whether the applicant is an entity OR an individual. If the applicant is an entity, state the entity name, and state, province, or country of formation, incorporation, or organization and if the entity is registered in Hawaii, provide the file number. If the applicant is an individual, state the individual's first name and last name.
3b. If the applicant is an entity, indicate whether the applicant is a corporation, a partnership, a limited liability company, a limited liability partnership, an unincorporated association, or "other." If "other" is indicated, please provide an explanation.
- Item 4. State the complete business address of the applicant.
- Item 5. Indicate whether the applicant is the originator of the trade name OR if the applicant is an assignee (the name was assigned to the applicant).

Continued on next page.

Item 6. State the nature of business to be transacted under the trade name. Some examples include but are not limited to sales of clothing and general merchandise; food and catering services; and real estate sales and services.

Filing Fees: The fee for filing an Application for Registration of a Trade Name in Hawaii is **\$50.00** and is not refundable. The fee for filing the Application for Registration of a Trade Name in Hawaii for a renewal is \$50.00 and is not refundable. Optional: the fee for one certified copy is \$10.00; the fee for expedited review is \$20.00. Payments made by cash, check, or credit card are accepted. Make checks payable to DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS. Dishonored Check Fee is \$25.00.

For any questions, call (808) 586-2727 or email breg@dcca.hawaii.gov.

NOTICE: THIS MATERIAL CAN BE MADE AVAILABLE FOR INDIVIDUALS WITH SPECIAL NEEDS. PLEASE CALL THE BUSINESS REGISTRATION DIVISION SECRETARY AT (808) 586-2744 TO SUBMIT YOUR REQUEST.

ALL BUSINESS REGISTRATION FILINGS ARE OPEN TO PUBLIC INSPECTION. (SECTION [92F-11](#), HRS)