



USE OF TRADE, BUSINESS OR FICTITIOUS NAME (DBA)

Please refer to the [Delaware Courts website](#) for any changes to the below information:

Registration Required:

The registration of *Trade, Business and Fictitious Names* is required by persons, firms or associations engaging in, prosecuting or transacting any business within the limits of the State of Delaware. Pursuant to *Title 6 Del. C. Chapter 31 § 3101 and § 3103* this registration is to be filed in the Office of the Prothonotary of **each county** in which business is transacted. If you are going to do business in New Castle and/or Kent and/or Sussex Counties, then you **MUST register with each respective Prothonotary's Office.**

How to Register:

The applicant bears primary responsibility for determining whether there is an existing business or organization using the same fictitious name. A searchable online database is available for you to review the [existing Trade, Business and Fictitious Names](#). When you have determined through the database search of active registered names that you are registering a unique name, complete the [Registration Certificate](#).

Be sure that the Registration Certificate is completely filled out and that the information is accurate. All Registration Certificates must show the date when the business was organized and **must be notarized**. (A Notary is available in the Prothonotary's Office.)

After the form is completed, return it to the Prothonotary's Office for **each county** in which you wish to register along with a **check or money order for \$25.00 made payable to: *The State of Delaware***.

You may hand-deliver or mail notarized Certificate and payment to:

- **New Castle County Courthouse**
Prothonotary
Leonard L. Williams Justice Center
500 North King Street, Suite 500
Wilmington, DE 19801
[\(302\) 255-0800](#)
- **Kent County Courthouse**
Prothonotary
Superior Court
38 The Green, Rm 140
Dover, DE 19901
[\(302\) 735-1900](#)
- **Sussex County Courthouse**
Prothonotary
1 The Circle, Suite 2
Georgetown, DE 19947
[\(302\) 855-7055](#)