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