



THE UNITED STATES VIRGIN ISLANDS

**OFFICE OF THE LIEUTENANT GOVERNOR  
DIVISION OF CORPORATIONS AND TRADEMARKS**

18 Kongens Gade  
Charlotte Amalie, Virgin Islands 00802  
Phone - 340.776.8515  
Fax - 340.776.4612

1105 King Street  
Christiansted, Virgin Islands 00820  
Phone - 340.773.6449  
Fax - 340.773.0330

**APPLICATION FOR RESERVATION OF NAME**

- A name can be reserved for a set number of days by filing an Application for Reservation of Name, along with the requisite filing fee. Name reservation fees are as follows –
  - TRADE NAMES are reserved for a period of 30 days, at a cost of \$30.00.
  - CORPORATION NAMES are reserved for a period of 30 days, at a cost of \$30.00.
  - LIMITED LIABILITY COMPANY NAMES are reserved for a period of 120 days, at a cost of \$50.00.
  - LIMITED PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP AND LIMITED LIABILITY LIMITED PARTNERSHIP NAMES are reserved for a period of 30 day, at a cost of \$30.00.
- For good cause shown, two ten (10) day extensions can be granted, at no additional charge. Extension requests should be made in writing and must be received by the Division of Corporations and Trademarks prior to the expiration of the current reservation period.
- The availability of a name can be preliminarily checked by calling the Division of Corporations and Trademarks. However, verbal confirmation is preliminary and should not be relied upon.
- Filing an Application for Name Reservation does not formally adopt the name. A name is not considered reserved until and unless a confirmation email has been received applicant from the Division of Corporations and Trademarks.
- This application and requisite fee (payable to the Government of the Virgin Islands) must be brought in to the office or mailed as follows –

**OFFICE OF THE LIEUTENANT GOVERNOR  
DIVISION OF CORPORATIONS AND TRADEMARKS  
5049 KONGENS GADE  
CHARLOTTE AMALIE, VIRGIN ISLANDS 00802**



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## NAME RESERVATION FORM

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### NAME TO BE RESERVED

The Director, Division of Corporations & Trademarks, is requested to reserve the above-captioned name for use as a (please check appropriate box) –

\_\_\_\_\_ **TRADE NAME**

Name will be reserved for 30 calendar days for a fee of \$30.00.

\_\_\_\_\_ **CORPORATION**

Name will be reserved for 30 calendar days for a fee of \$30.00.

\_\_\_\_\_ **LIMITED LIABILITY COMPANY**

Name will be reserved for 120 calendar days for a fee of \$50.00.

\_\_\_\_\_ **LIMITED PARTNERSHIP, LIMITED LIABILITY PARTNERSHIP, LIMITED LIABILITY LIMITED PARTNERSHIP**

Name will be reserved for 30 calendar days for a fee of \$30.00

Said name is requested to be reserved on behalf of –

\_\_\_\_\_  
COMPANY NAME (IF APPLICABLE)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
BEST CONTACT NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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### FOR OFFICIAL USE ONLY

RESERVATION START DATE \_\_\_\_\_

RESERVATION EXPIRATION DATE \_\_\_\_\_

| DATE RECEIVED | RECEIVED BY | PAYMENT RECEIVED | PAYMENT TYPE | RECEIPT NO. |
|---------------|-------------|------------------|--------------|-------------|
|               |             |                  |              |             |