COMPLETE, PRINT, SIGN, AND MAIL OR FAX (If paying with credit card, complete Credit Card Payment Authorization on page 3)

PARTNERSHIP FICTITIOUS NAME CERTIFICATE

SECRETARY OF STATE

SFN 07006 (09-2015)

For Office Use Only

ID Number:	
WO Number:	
Filed:	By:
Expiration Date:	

1. FILING FEES

$25.00 - New certificate and first two partners

$3.00 - Each additional partner (not to exceed $250)

$25.00 - Used by a limited partnership or limited liability partnership

$25.00 - Amended certificate

SEE PAGES 2 AND 3 FOR FEE, FILING AND MAILING INSTRUCTIONS

TYPE OR PRINT LEGIBLY

For reference, see North Dakota Century Code, Chapter 45-11.

2. This certificate is a(n):
☐ New registration with a five year duration ☐ Amended registration with a continuing duration

3. Fictitious Name

4. Fictitious name used by:
☐ General partnership ☐ Limited partnership ☐ Limited liability partnership ☐ Limited liability limited partnership

5. If used by a limited partnership, limited liability partnership, or limited liability limited partnership, provide the name of the partnership	6. Federal ID Number

7. Address of the principal place of business (Street/RR, PO Box, City, State, ZIP+4)

8. State of Origin	9. Telephone Number	10. Toll-Free Telephone Number

11. Names, social security/federal ID numbers, and addresses of principal places of business of the general partners **(This section does not need to be completed if number 5 above indicates that the fictitious name is used by a limited partnership or a limited liability limited partnership.)**

Name	Federal ID/Social Security Number	COMPLETE ADDRESS Street/Rural Route Post Office Box	City	State	ZIP+4

12. Brief description of the nature of business to be transacted in North Dakota

13. "I (We), the above-named partner(s) have read the foregoing certificate, know the contents, and believe the information provided is correct."

Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date

14. Name of person to contact about this document	Email Address	Daytime Telephone Number

INSTRUCTIONS FOR PARTNERSHIP FICTITIOUS NAME CERTIFICATE

Every partnership transacting business in North Dakota under a fictitious name, or a name not showing the names of all the partners, must file a Fictitious Name Certificate with the Secretary of State. Whenever there is a **change** in the general partners who are **members** of a partnership transacting business in North Dakota under a fictitious name, **an amended certificate must be filed. When the fictitious name itself changes, the certificate on file must be cancelled and a new Fictitious Name Certificate must be filed.**

Every limited partnership, limited liability partnership, and limited liability limited partnership transacting business in North Dakota under a name other than the legal name as registered with the Secretary of State, must file a Fictitious Name Certificate with the Secretary of State.

The following numbers correspond to the numbered sections on page 1 of this form:

1. Checks must be payable to "Secretary of State" and must be for U.S. negotiable funds. Payment may also be made by credit card using Visa, MasterCard, or Discover.

   The fictitious name certificate filing fee is **$25** if there are two partners. If there are more than two partners, an additional fee of $3 per additional partner must be paid. However, the fee shall not exceed a total fee of $250.

   The fictitious name certificate filing fee is $25 when the fictitious name is used by a limited partnership, a limited liability partnership, or a limited liability limited partnership.

   The fee for an amended fictitious name certificate is $25.

2. Check whether this certificate is a new registration with the Secretary of State, or a certificate amending a previous registration. A new registration has a duration of five years. The duration of an amended registration is five years from the date of the original registration.

3. The fictitious name:

   (a) May not contain the word "corporation", "company", "incorporated", "limited liability company", or "limited", or an abbreviation of one of such words. This does not preclude the word "limited" from being used in conjunction with the word "partnership".

   (b) Must include the words:

   - "Limited partnership" or the abbreviation "L.P." or "LP" if fictitious name is filed to be used by a limited partnership;
   - "Limited liability partnership" or either of the abbreviations "L.L.P." or "LLP" if fictitious name is used by a limited liability partnership; or
   - "Limited liability limited partnership", or the abbreviation "L.L.L.P." or "LLLP" if fictitious name is used by a limited liability limited partnership.

   (c) A foreign professional limited liability partnership may use a name required or authorized in the state of origin. However, the name may not be the same as, or deceptively similar to, any corporate name, limited liability company name, trade name, limited partnership name, limited liability partnership name, limited liability limited partnership name, or partnership fictitious name certificate, or a name in any other manner reserved with the secretary of state. See North Dakota Century Code, Section 45-11-01.

   If the fictitious name is the same as, or similar to a name registered, the partnership must obtain consent to use of name from the previously registered entity. An original consent to use of name signed by a principal of the previously registered name must be filed with the fictitious name certificate and the fee of $10.

   The name on an amended fictitious name certificate must be identical to that as originally filed. The name does not need to be researched for availability since the right to the name was secured with the original registration.

4. Distinguish whether the partnership using the fictitious name is a general partnership, limited partnership, limited liability partnership, or limited liability limited partnership.

5. If the fictitious name is being used by a limited partnership, limited liability partnership, or limited liability limited partnership, provide the correct name as registered with the North Dakota Secretary of State.

6. To properly maintain partnership records, provide the partnership's Federal ID number.

   Privacy: In accordance with N.D.C.C., Section 45-11-10, social security or Federal ID numbers are not disclosed to the public. They are used by the Secretary of State to maintain accurate fictitious name records. Therefore, while voluntary disclosure is requested, failure to do so will not result in rejection of the registration.

7. A complete address of the principal place of business is required. **In this section, as well as all other sections requiring addresses on this certificate, an address must include a street or rural address, a postal box number if applicable, and the city, state, and zip code plus 4.**

8. Provide the state of organization if fictitious name is used by a limited partnership, limited liability partnership, or limited liability limited partnership.

9. The telephone number of the partnership's principal place of business is requested in order to provide better service to a filing partnership.

10. Provide a toll-free telephone number if the partnership has one. A toll-free number will expedite services to the partnership for the duration of the filing.

(continued on next page)

INSTRUCTIONS FOR PARTNERSHIP FICTITIOUS NAME CERTIFICATE (continued)

11. Provide the full names of all the **current** general partners, their social security or Federal ID numbers, and complete mailing addresses of their principal places of business (see definition of "complete address" in number 7). If adequate space is not provided to list all general partners, attach an additional schedule listing all other general partners.

    If a general partner is either a corporation, limited liability company, limited partnership, limited liability partnership, limited liability limited partnership, or another general partnership using a fictitious name, **the general partner must be registered separately with the Secretary of State before this fictitious name certificate will be effected.**

    The name and principal place of business of a general partner on this fictitious name certificate must be **exactly** as separately registered with the Secretary of State. Any name change or change of principal address required for the separate registration of the general partner will require a simultaneous change to the fictitious name certificate.

    Section 11 **does not need to be completed if number 5** indicates that the fictitious name is used by **a limited partnership or limited liability limited partnership.**

12. Provide a brief and specific description of the nature of the business to be transacted in North Dakota. "General business purposes" will not be accepted.

13. The certificate must bear signatures of **one or more** of the general partners and the date on which each signed.

14. Provide the name, email address and daytime telephone number of the person to contact for any issues related to this application.

FAX FILING: The document and Credit Card Payment Authorization may be faxed to (701) 328-2992. A faxed filing does not expedite the process of the application in the Office of the Secretary of State.

EMAIL: Email is not a secure utility for the transmission of private information or credit card authorizations. **DO NOT EMAIL YOUR DOCUMENT TO THE SECRETARY OF STATE.**

MAILING INSTRUCTIONS: Send certificate **AND** filing fees to:

Secretary of State
State of North Dakota
600 E Boulevard Ave Dept 108
Bismarck ND 58505-0500

Telephone: (701) 328-2904 Toll-Free: (800) 352-0867 (option 3) Fax: (701) 328-2992 Website: sos.nd.gov

RENEWALS: Every fictitious name certificate filed with the Secretary of State must be renewed every five years from the date of the initial filing. Forms for renewal are prescribed by the Secretary of State and are sent to the address of the principal place of business at least sixty days before the deadline for renewal. Therefore, it is imperative that the principal place of business address is always current with the Secretary of State.

CREDIT CARD PAYMENT AUTHORIZATION

SECRETARY OF STATE
SFN 51478 (04-2014)
(All items required to complete transaction)

			Amount Authorized
Name			Telephone Number
Address	City	State	ZIP Code

☐ VISA ☐ MasterCard ☐ Discover

Account Number	CSC Number *	Card Expires Month - Year	Signature (Required by Credit Card Companies)
			Date

* (CSC is the three-digit security code on the back of your card by the signature)