

Instructions: Statement of Trade Name of an Individual

Use these instructions when completing a Statement of Trade Name of an Individual pursuant to § 7-71-103 and § 7-71-107 of the Colorado Revised Statutes (C.R.S.). The required form/cover sheet must be used when filing the document. Mistakes may have legal consequences: review the information provided carefully. The Colorado Secretary of State's office cannot provide legal advice. Questions should be addressed to the user's legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. Information included in the document must be in English, typewritten or machine printed, and must state the name and address of at least one individual causing the document to be delivered for filing. In order to obtain a copy of the filed document or access additional information, including Frequently Asked Questions (FAQs), visit our Web site, www.sos.state.co.us.

Instructions

True Name: The last name and first name of the individual using the trade name must be provided. A middle name and suffix are optional. Examples of a suffix include Jr, Sr, and II. A title such as Dr., Ms., Mrs. or Mr. is *not* a suffix and will result in future mailings being addressed to "John Smith Mr" if entered into the suffix field.

Example: Smith John II
(Last) (First) (Middle) (Suffix)

Usual Place of Business Street Address: Provide the street name and number, including the suite, unit or apartment number, if applicable. The city, state, and zip code must also be provided. Any address outside of the United States must include the country and, if applicable, the province.

Example: 123 N. Main Street, Apt 101
Denver, Colorado 80202

Mailing Address: If the mailing address is different than the street address, or mail cannot be delivered to the street address, provide the address, including the city, state and zip code where mail is to be delivered. Any address outside of the United States must include the country and, if applicable, the province.

Example: P.O. Box 854
Lakewood, Colorado 80228

Trade Name: Provide the name, other than the individual's true name, that the individual uses in conducting business.

Business Transacted: Briefly describe the type of business that will be transacted or the activities that will be conducted using the trade name.

Delayed Effective Date (optional): The effective date of this document may be delayed up to 90 days after filing with the Colorado Secretary of State. The delayed effective date may specify a particular time of day. If no time of day is specified, the default time is twelve midnight on that date. Mountain Time controls the filing date and time. For legal authority, refer to § 2-4-109 and § 7-90-304, C.R.S.

Additional Information: Select the "No" button if no additional information will be attached. Select the "Yes" button if additional information is permitted or required by law to be included in the document. After selecting "Submit" at the bottom of the online form, the Manage Attachments page will appear and allow for the attachment of the additional information as a plain text or PDF document.

Individual Causing Delivery: Provide the last name and first name of at least one individual causing the document to be delivered for filing. A middle name and suffix are optional. The mailing address, including the city, state and zip code, must be provided. Any address outside of the United States must include the country and, if applicable, the province. The names and addresses of additional individuals causing the document to be filed may be provided in an attachment. Pursuant to § 7-90-301.5, C.R.S., each individual causing the document to be filed is responsible for complying with the applicable statutes.

Example: Smith, John
123 N. Main St., Apt 101
Denver, Colorado 80122

Notice: This section describes the legal authority for filing this document. Refer to [§ 7-90-301.5](#), C.R.S. for more information.

Disclaimer: These instructions, and the related form/cover sheet, are not intended to provide legal, business or tax advice, and are offered as a public service without representation or warranty. While the related form is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form. Questions should be addressed to the user's attorney.