



Jon Husted
Ohio Secretary of State



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Registering and Maintaining a Business in Ohio



Business Services Overview

- The Secretary of State's office is where businesses start in Ohio. Our division serves several important functions:
 - Processes business filings and uniform commercial code filings
 - Operates Client Service Center and Customer Service Call Center
 - Protects trademarks and service marks
 - Provides record certifications
 - Compiles business reports

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Choosing a Business Name

- Most business names must be distinguishable from other registered business names.
- Name content requirements and restrictions for each entity type.

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Registering a New Business

- Who must register with the Secretary of State?
 - Corporations
 - Limited Liability Companies
 - Limited Partnerships
 - Limited Liability Partnerships

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Statutory Agent

- Limited Partnerships, corporations, limited liability companies and limited liability partnerships are required to appoint a statutory agent.
- Business entities must maintain a valid statutory agent at all times which include a current name and address.

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Trade Names & Fictitious Names

- Trade and fictitious names are commonly referred to as “doing business as” or “dba.”
- Sole proprietorships and general partnerships must register their business name if they are using a name other than their personal name but are not otherwise required to register.
- A trade name and fictitious name registration is valid for a period of five years.

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Subsequent Filings

- Existing businesses may be required to file additional documents with the Secretary of State.
 - Continued Existence
 - Biennial Report
 - Certificate of Merger/Consolidation
 - Certificate of Conversion
 - Amendments
 - Dissolutions
 - Cancellations
 - Reinstatements

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Filing with the Ohio Secretary of State

- Forms can be found online by visiting www.ohiosecretaryofstate.gov
- After completing the proper form, you can mail it to the address listed on the form



Form 532B Prescribed by:
JON HUSTED
Ohio Secretary of State

Central Ohio: (614) 466-3910
Toll Free: (877) SOS-FILE (767-3453)
www.OhioSecretaryofState.gov
Busserv@OhioSecretaryofState.gov

Mail this form to one of the following:

Regular Filing (non expedite)
P.O. Box 670
Columbus, OH 43216

Expedite Filing (Two-business day processing
time requires an additional \$100.00).
P.O. Box 1390
Columbus, OH 43216

Initial Articles of Incorporation
(Nonprofit, Domestic Corporation)
Filing Fee: \$125
(114-ARN)

- There are now several filings that can be completed online – such as the Articles of Organization, Statement of Continued Existence and Statutory Agent Update.

File This **NEW**
Form Online

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Business Filing Notification System

- Business identity theft occurs when a business's identity is used to transact business and establish lines of credit with banks and/or vendors. Business identity theft can result in potentially ruinous consequences.
- The Ohio Secretary of State's office provides a free, easy-to-use Business Filing Notification System that allows businesses to track any changes and updates to business filings with our office.
- Businesses or individuals need only submit an e-mail address and business charter, registration or license number for each entity.



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Ohio Business Profile



- Launched in June 2011, Ohio Business Profile has helped raise awareness about companies registered and doing business in Ohio that are creating interesting products, offering outstanding service, contributing to their local communities and employing Ohioans in the process.
- Each month, a handful of diverse businesses linked together by a common theme are featured on the Secretary of State's website at OhioBusinessProfile.com, where Ohioans are encouraged to go to submit companies they feel are deserving of recognition in future months.

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The seal of the Ohio Secretary of State, featuring a sun rising over a landscape with a river and hills, surrounded by the text 'THE SECRETARY OF STATE' and 'OHIO'.

Contacting the Ohio Secretary of State

- Questions with Filings?
 - Phone: (877) SOS-FILE
 - Email: busserv@ohiosecretaryofstate.gov
- Walk-in Client Service Center
 - 180 E. Broad Street, Suite 103, Columbus, OH
 - Expedited Filings can be processed here for an additional fee

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The seal of the Ohio Secretary of State, featuring a circular design with the text "THE SECRETARY OF STATE" and "OHIO" around the perimeter, and a central emblem.