

How to File a Renewal on an Assumed Name (DBA) or a Business Trust



UTAH | COMMERCE

Division of Corporations and Commercial Code

LOGIN

Welcome to Utah Department of Commerce - Division of Corporations and Commercial Code - Business Registration System.

[Click to log on with Utah-ID](#)

Additional Options

[Authenticate Certificate](#)

[Search Business Entity Records](#)

[Name Availability](#)

[Help Guide to Navigate the New System](#)

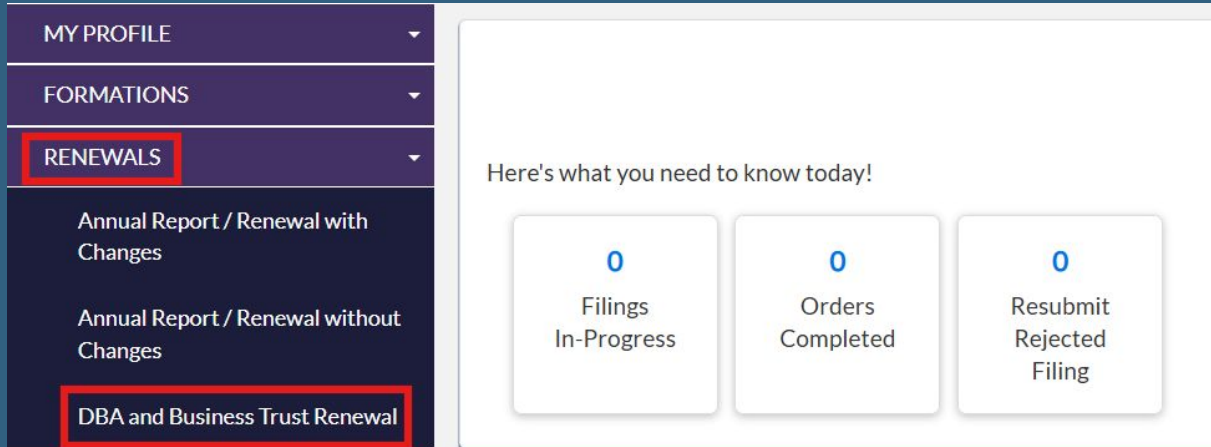
To access the State of Utah's business registry system you will go to:

<https://businessregistration.utah.gov/>

You will then “Click to log on with Utah-ID,” which will redirect you to the UtahID login page.

If this is your first time logging in to the State of Utah's business registry system, please refer to our instructions on setting up a UtahID and creating an account here:

<https://corporations.utah.gov/wp-content/uploads/2024/11/UTID-Login.pdf>



MY PROFILE

FORMATIONS

RENEWALS

Annual Report / Renewal with Changes

Annual Report / Renewal without Changes

DBA and Business Trust Renewal

Here's what you need to know today!

0 Filings In-Progress	0 Orders Completed	0 Resubmit Rejected Filing
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Once you have logged into your UtahID account you will be redirected to your dashboard.

On the left side of the page you will click “Renewal” and then “DBA and Business Trust Renewal.”

ENTITY SEARCH

Entity Name:

Entity Number:

You will then search the business that you are filing the annual report/renewal on behalf of.

You can either search by the business name or entity number. Once you have entered that information click “Search.”

SEARCH RESULTS

Select	Entity Name	Other Name	ARDueDate	Status	Status Details	Filing Date	Type	Subtype	Entity Number
<input checked="" type="radio"/>	TEST4		01/31/2025	Active	Current	01/15/2022	Assumed Name (DBA)		14532372-0151

Page 1 of 1, records 1 to 1 of 1

SELECTED BUSINESS ENTITY TO FILE UPON:

Entity Name:	TEST 4	Entity Number:	14532372-0151
Entity Type:	Assumed Name (DBA)	File Date:	01/15/2022
Entity Sub-Type:			
Status:	Active	Status Details:	Current

[Give Feedback](#)

[Next](#)

The “Search Results” field will appear. If the returned search results are correct click on “Next.”

NOTE: if the search returns more than one entity you will need to click on the select button to the left of the entity name that you are filing on behalf of.

As you go through each section you will have the ability to add, update and/or remove information. You will be able to edit the following information:

- Filing Details (purpose statement)
- Principal Office Address
- Registered Agent Information
- Owner/Applicant Information

To edit information on the page you will need to check the “Select Checkbox to Update/Provide Information Below” found at the top of each section of the renewal process.

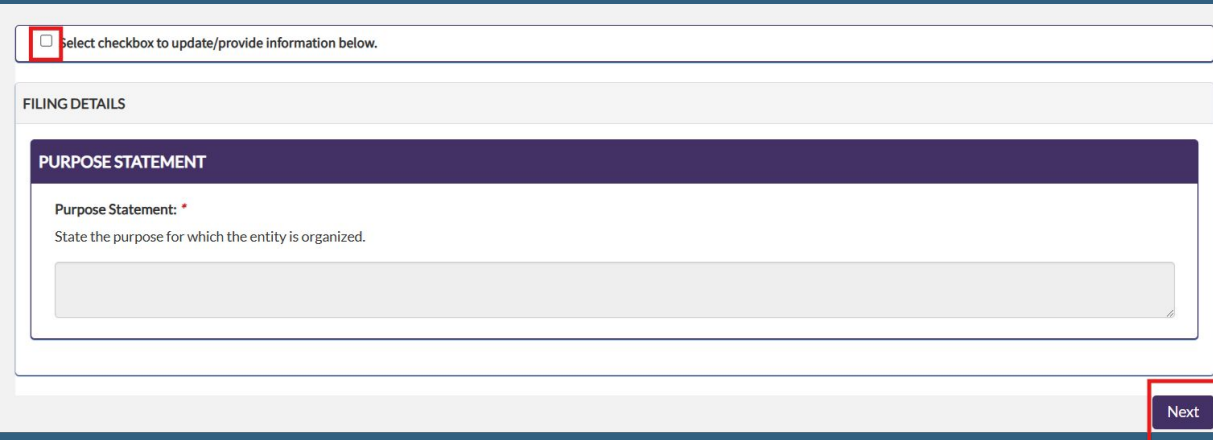


Select checkbox to update/provide information below.

PURPOSE STATEMENT

If this section is blank you will be required to enter a purpose statement. Once entered you will click “Next.”

NOTE: the purpose statement is a short description of what services your entity provides.



select checkbox to update/provide information below.

FILING DETAILS

PURPOSE STATEMENT

Purpose Statement: *
State the purpose for which the entity is organized.

Next

Principal Office Address

If the principal office address, mailing address and email address are correct you can click on “Next” at the bottom of the page.

If you need to edit this information you can check the edit box at the top of the page.

Select checkbox to update/provide information below.

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS

Address Line 1:*	<input type="text" value="160 S 300 E"/>	Address Line 2:	<input type="text"/>
Country:*	<input type="text" value="United States"/>	Zip Code:*	<input type="text" value="84111"/> <input type="text"/>
City:*	<input type="text" value="Salt Lake City"/>	State:*	<input type="text" value="Utah"/>

Principal Office Address (cont.)

The mailing address can be different from the principal office address. If it is the same you can check the “Mailing Address Same as Principal Office Address” checkbox and it will auto populate that information.

MAILING ADDRESS Mailing Address Same as Principal Office Address

Note: If your mailing address is the same as the principal office address above, please check the box above. Otherwise, enter your mailing address.

Address Line 1:*	<input type="text" value="160 S 300 E"/>	Address Line 2:	<input type="text"/>
Country:*	<input type="text" value="United States"/>	Zip Code:*	<input type="text" value="84111"/> <input type="text"/>
City:*	<input type="text" value="Salt Lake City"/>	State:*	<input type="text" value="Utah"/>

Principal Office Address (cont.)

The email address provided will be used for annual report notices and other communications from our office.

If there are no other changes to make in the “Principal Office Address” section of the renewal process you will click “Next.”

CORRESPONDENCE EMAIL ADDRESS ENTRY

Enter an email address for the business entity. This address will be used for annual report notices and other communications.

Email Address:

Re-enter Email Address:

Back

Next

Registered Agent Information

All businesses that register with the state of Utah are required to appoint a registered agent. The registered agent will be required to have a Utah street address. A registered agent is an agent of the represented entity authorized to receive service of any process, notice, or demand required or permitted by law to be served on the entity. Failure to maintain a registered agent will result in the entity being administratively dissolved, cancelled, terminated, withdrawn or revoked, depending on entity type.

A registered agent can be a Utah registered commercial registered agent (CRA), a Utah business entity (registered with our office), an individual or an unregistered entity.

Please note, a PO Box is only allowed in the mailing address. If you do not have a Utah address, you may choose to hire a Commercial Registered Agent or a Utah attorney as your Registered Agent.

For more information regarding registered agents please refer to Utah Code §16-17.

Adding a Registered CRA or a Utah Registered Entity

If you are not changing your registered agent (RA) you can click “Next” at the bottom of the page.

If you are changing your registered agent you will follow these steps:

- Search for your registered agent by name.
- If the registered agent is found, click the select bubble next to the registered agent and click Select Registered Agent.
- If your registered agent is not found, click the Create Agent button and input the relevant information.

Once you have entered your registered agent click “Search.”

Select checkbox to update/provide information below.

REGISTERED AGENT INFORMATION

REGISTERED AGENT SEARCH

Agent Name: *

The Registered Agent receives important legal documents on behalf of the business. The Registered Agent could be an individual (you, for example), a Commercial Registered Agent, or an attorney.

1. Search for your registered agent by name.
2. If the registered agent is found, click the select bubble next to the registered agent and click Select Registered Agent.
3. If your registered agent is not found, click the Create Agent button and input the relevant information.

Please note, a PO Box is only allowed in the mailing address. If you do not have a Utah address, you may choose to hire a Commercial Registered Agent or a Utah attorney as your Registered Agent.

Adding a Registered CRA or a Utah Registered Entity (cont.)

SEARCH RESULTS					
Select	Name	Entity Number	Agent Type	Address	Status
<input checked="" type="radio"/>	TEST TEST	14553062-0251	Commercial Registered Agent	123 Anywhere Ln, Salt Lake City, UT 84114	Active

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Select Registered Agent

If the entity is found you will select the radio button next to the registered agent's name and click "Select Registered Agent."

Note: The search results may pull more than one entity, so please make sure you select the correct one.

UPDATE SELECTED REGISTERED AGENT

RA Name Type: Individual Entity Unregistered Entity

Commercial Registered Agent

Entity Name: *

Entity Number:

Entity Type:

Entity Status:

Address Line 1: * Address Line 2:

Country: * Zip Code: -

City: * State:

Adding a Registered CRA or a Utah Registered Entity (cont.)

It will then populate the new registered agent's information in the "Update Registered Agent" field. If the information is correct click on "Next" at the bottom of the page.

Creating a Registered Agent or Updating the Address of Current Registered Agent

REGISTERED AGENT INFORMATION

REGISTERED AGENT SEARCH

Agent Name:

The Registered Agent receives important legal documents on behalf of the business. The Registered Agent could be an individual (you, for example), a Commercial Registered Agent, or an attorney.

1. Search for your registered agent by name.
2. If the registered agent is found, click the select bubble next to the registered agent and click Select Registered Agent.
3. If your registered agent is not found, click the Create Agent button and input the relevant information.

Please note, a PO Box is only allowed in the mailing address. If you do not have a Utah address, you may choose to hire a Commercial Registered Agent or a Utah attorney as your Registered Agent.

SEARCH RESULTS

Select	Name	Entity Number	Agent Type	Address	Status
No records to view.					

If your search for your registered agent produces no results (no records to view) you will click on “Create Agent”

To update the address of your current registered agent you will put the individual or unregistered agent in the search field, click on “Search” and then “Create Agent.” Please note that this only applies to individuals and unregistered entities. CRAs and registered Utah business entities addresses cannot be edited during this process.

Creating a Registered Agent or Updating the Address of Current Registered Agent (cont.)

On the create registered agent screen you will select either “Individual” or “Unregistered Entity” and enter their information in the required fields.

The register agent’s address must be a Utah street address, but you can provide us with a mailing address that is a PO box by checking the “Registered Agent Mailing Address Provided” box.

NOTE: do not select the “Entity” radio button. If your registered agent is a registered Utah entity it should be searchable on the registered agent search screen. If it is not pulling up any results please contact our office for assistance.

CREATE REGISTERED AGENT

CREATE NEW REGISTERED AGENT

RA Name Type: Individual Entity Unregistered Entity

Entity Name: *

Address Line 1: * Address Line 2:

Country: * Zip Code: -

City: * State:

Email:

Registered Agent Mailing Address Provided

Creating a Registered Agent or Updating the Address of Current Registered Agent (cont.)

It will then populate the new registered agent's information you entered in the "Update Registered Agent" field. If the information is correct click on "Next" at the bottom of the page.

UPDATE SELECTED REGISTERED AGENT

RA Name Type: Individual Entity Unregistered Entity

Commercial Registered Agent

Entity Name: *

Address Line 1: *

Country: *

City: *

Email:

Address Line 2:

Zip Code: -

State:

Owner/Applicant Information

If you are not changing the owner/applicant you can click “Next” at the bottom of the page.

If you are changing this information the owner/applicant they can be one of the following:

- An Individual
- A Registered Utah Entity
- An Unregistered Entity


Select checkbox to update/provide information below.


OWNER/APPLICANT INFORMATION

OWNER/APPLICANT INFORMATION

Registrant Type * Individual Entity (Business)

Entity Name: *

Start Date: 

Resignation Date: 

Search existing entities by: Start with Contains ExactMatch

Add an unregistered business as Owner/Applicant

In the following examples you will learn how to add a registered Utah entity and an individual.

Owner Applicant Information (cont.)

To add a registered Utah entity you will select the “Entity (Business)” radio button. You will then enter the name in the “Entity Name” field and click on “Search.”

NOTE: If the applicant/owner is an unregistered entity you will select “Entity (Business)” radio button and check the “Add an Unregistered Business as Owner/Applicant” Checkbox. You will then enter the unregistered entity’s information below.

Select checkbox to update/provide information below.

OWNER/APPLICANT INFORMATION

OWNER/APPLICANT INFORMATION

Registrant Type * Individual Entity (Business)

Entity Name:*

Start Date:

Resignation Date:

Search existing entities by: Start with Contains ExactMatch

Add an unregistered business as Owner/Applicant

Owner/Applicant Information (cont.)

Select the registered Utah entity that will be the applicant/owner by selecting the radio button and clicking on “Select Registrant.”

ACTIVE OWNER/APPLICANTS					
Select	Entity Number	Entity Name	Principal Office Address	Status	FEIN
<input checked="" type="radio"/>	14532367-0160	TEST 1 LLC	123 Anywhere Ln, Salt Lake City, UT 84111	Active	

Page 1 of 1, records 1 to 1 of 1

Select Registrant

Owner/Applicant Information (cont.)

Entity Name: TEST 1 LLC

Entity Number: 14532367-0160

FEIN Number:

MAILING ADDRESS

Address Line 1: 123 Anywhere Ln

Address Line 2:

Country: United States

Zip Code: 84111 -

City: Salt Lake City

State: Utah

Contact Number:

Email:

Add/Update Owner/Applicant

Once you have selected the applicant/owner you can verify the information. If it is correct click “Add/Update Owner/Applicant.”

NOTE: You can add multiple applicant/owners.

OWNER/APPLICANT INFORMATION

Registrant Type * Individual Entity (Business)

First Name: * Middle Name:

Last Name: * Suffix:

Address Line 1: * Address Line 2:

Country: * Zip Code: -

City: * State:

Email:

Start Date: Resignation Date:

Owner/Applicant Information (cont.)

To add an individual you will select the “Individual” radio button. You will then enter their information in the required fields and click “Add/Update Owner/Applicant.”

Owner/Applicant Information (cont.)

You will then be able to view the applicant/owners associated with the registration, which can also be edited or deleted. If there are no other applicant/owners to add you will click on “Next.”

ACTIVE OWNER/APPLICANTS							
Entity Number	Owner/Applicant Name	Status	Start Date	Resignation Date	Owner/Applicant Address	FEIN	Action
14532367-0160	TEST 1 LLC	Active			123 Anywhere Ln, Salt Lake City, UT 84111		Edit Delete
	Scott Whittaker				160 E 300 S, Salt Lake City, UT 84111		Edit Delete

[Back](#) [Next](#)

REQUIRED SIGNATURE

Notice

The filing of this application and its approval by the Division of Corporations and Commercial Code does not authorize the use in the State of Utah of an assumed name in violation of the rights of another under federal, state, or common law (U.C.A. Section 42-2-5 Et seq.).

An Assumed Name (DBA) renews every 3 years.

Indicate the following attestation statements in order to submit the filing

* I hereby certify:

- I am authorized to submit this filing;
- the information in this filing is true and accurate;

* I acknowledge that I have read the above "Notice".

* I Acknowledge receipt of the below Information:

- The information provided in this form will be used by the Division to evaluate and complete your request. Failure to provide complete information as requested will result in the denial of your request as incomplete.
- Information provided in this form is retained in accordance with state record retention laws. For specific information about the records retention for this form, please visit <https://corporations.utah.gov/records/>.
- In order to comply with legal and regulatory requirements, we may share information provided in this form with authorized parties such as other government agencies, national licensing databases, contracted vendors, etc. Additionally, many items collected by the Division are classified as "public" under the Government Records Access and Management Act, Utah Code § 63G-2-101 et seq.
- For more information on how the information you provide is shared, please refer to <https://corporations.utah.gov/records/>.

You will then be directed to the signature page.

You will check the attestation, authorization and acknowledgement check boxes.

After those items have been checked scroll down the page.

In the signature section you will:

- Type your name in the signature field.
- If the title is **NOT** auto-populated, you will select a title from the “Title” dropdown box.
 - NOTE: If you are renewing a business trust all Trustees must sign.
 - NOTE: If you are renewing a DBA, and have more than one applicant/owner, all must sign.
- Click “Add/Update” to add your signature(s).

SIGNATURE

Signature: * Title: *

[+ Add/Update](#)

Signature	Title	Actions
No records to view.		

SIGNATURE

Signature: * Title: *

[+ Add/Update](#)

Signature	Title	Actions
TEST TEST	Officer	Edit Delete

If you added an individual that shouldn't have been added you will click "Delete." If you misspelled a name, or the title is incorrect you will click on "Edit" to correct it.

Once you have added signatures you will click on "Next" at the bottom of the page.

FILING DETAILS [EDIT](#)

PURPOSE STATEMENT

Purpose Statement:
State the purpose for which the entity is organized.

NA

PRINCIPAL OFFICE ADDRESS AND CORRESPONDENCE EMAIL [EDIT](#)

PRINCIPAL OFFICE ADDRESS

PRINCIPAL OFFICE ADDRESS



Address Line 1: 160 S 300 E	Address Line 2:
Country: United States	Zip Code: 84111
City: Salt Lake City	State: Utah

You will then have a an opportunity to review information pertaining to your entity on the Entity Information page. Please review this to make sure you do not need to make any additional edits, which can be done by clicking on “Edit” on the right hand side of the page. After you review this information you will click “Add to Shopping Cart” at the bottom of the page.

SHOPPING CART

Items Grand Total: \$18.00

Please note, filings with a red "X" are no longer valid. Filings with a green checkmark are ready for payment.

Checkout Status	Transaction	Name/Reference	Amount	Action
✓	Annual Report / Renewal with changes	TEST 2 CORP	\$18.00	 

[Make Payment](#) [Add Another Filing](#)

You will then be directed to your shopping cart where you can return to in-progress filings, add another item or checkout. If this was the only filing you needed to file click “Checkout.”

I WOULD LIKE TO PAY USING ...

GRAND TOTAL: \$18.00

Name on Card

Postal Code

Amount


Credit Card Number

CVC Number

[What's this?](#)

Card Type

Expiration Date



You will then enter your credit card information and click “Complete.”

If you are experiencing issues specific to logging into your UtahID account please call the Division of Technology Services (DTS) at (800) 678-3440 or online at:

<https://dts.utah.gov/idhelp/>

If you are able to log into your UtahID, but are having issues accessing the state of Utah's business registry system please contact our office at (801) 530-4849.