



**State of Utah**  
**DEPARTMENT OF COMMERCE**  
**Division of Corporations & Commercial Code**  
**Letter of Transfer for a Business Name Registration (DBA only)**

**There is NO FEE for this filing**

**We stress that this application is not intended to substitute for nor replace the advice of legal counsel. The Division of Corporations and Commercial Code ("Division") does require a letter of transfer prepared by the old applicant(s) / owner(s). This letter must state from whom the business name is being assigned, listing the name of the old applicant(s) /owner(s) assigning the business name registration to the new applicant(s) / owner(s). If a letter of transfer cannot be created, a copy of a bill of sale is sufficient. The letter of transfer or copy of the bill of sale must be filed along with the amended business name registration form which is completed by the new applicant(s) / owner(s).**

1) I, \_\_\_\_\_, request that the Division of Corporations transfer the  
 Old Applicant's Name

Business name, \_\_\_\_\_ from the old applicant to  
 Business Name

the new applicant. The new applicant's name is: \_\_\_\_\_.

2) The Address of the business is: \_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State Zip

3) Name & Signature(s) of the **old** applicant(s) / owner(s).

Under penalties of perjury and as an authorized authority, I declare that this application of letter of transfer, has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

\_\_\_\_\_  
 Applicant/Owner

\_\_\_\_\_  
 Signature of Applicant/Owner

\_\_\_\_\_  
 Applicant/Owner

\_\_\_\_\_  
 Signature of Applicant/Owner

Name & Signature(s) of the **new** applicant(s) / owners(s).

\_\_\_\_\_  
 Applicant/Owner

\_\_\_\_\_  
 Signature of Applicant/Owner

\_\_\_\_\_  
 Applicant/Owner

\_\_\_\_\_  
 Signature of Applicant/Owner

**IF NEEDED, YOU MAY USE AN ATTACHED SHEET FOR ADDITIONAL APPLICANTS INFORMATION.**

4) This letter of transfer **must accompany the amended DBA form** which is completed by the new applicant with signature. **Please do not send us payment for this DBA transfer.** You may mail, fax, or email the two completed forms to our office at PO Box 146705 Salt Lake City Utah 84114-6705, (801)-530-6438, or [corpucc@utah.gov](mailto:corpucc@utah.gov).

Under GRAMA {63G-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.