

## **Instructions: Statement of Correction of Trade Name Information Correcting the Name of the Trade Name Registrant**

Use these instructions when completing a Statement of Correction of Trade Name Information Correcting the Name of the Trade Name Registrant pursuant to [§ 7-90-305](#) 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 your legal, business or tax advisor(s). Only provide information that is required or permitted to be included in the document. The information included in this document must be in English 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](http://www.sos.state.co.us)

### **Instructions**

*Note: If the pre-filled information is incorrect and cannot be changed using this form, the appropriate form must be submitted for filing to change or correct the information.*

**Trade Name ID Number:** The Trade Name ID Number will be pre-filled with the 11 digit number assigned to the record by the Colorado Secretary of State's Office. This information cannot be changed.

**Name:** The Name field will be pre-filled with the name of the registrant exactly as such name is on record in the Colorado Secretary of State's Office. Please see the instructions below for "Correction of Registrant Name" to correct this name.

**Document Number:** The Document Number field will be pre-filled with the document number selected on the History and Documents screen. This information cannot be changed.

**Trade Name:** The Trade Name field will be pre-filled with the trade name exactly as such name is on record in the Colorado Secretary of State's Office. This information cannot be changed using this form.

**Correction of Registrant Name:** Enter the name of the registrant as corrected. If the registrant is an individual, enter the last name and first name of the individual. A middle name or initial and a suffix are optional. If the registrant is an entity, enter the name of the entity in the space provided. Caution: Provide only an individual name or an entity name.

**Historical Purposes:** Click the "Yes" button if the document is being delivered for filing for historical purposes and should not correct information currently of record.

**Additional Information:** Click the "Yes" button if additional information is permitted or required by law to be included in the document. After clicking on "Submit" at the bottom of the online form, the Manage Attachments page will appear. This will allow additional information to be attached as a plain text (.txt) or PDF (.pdf) document. [Click here](#) for information regarding attachments.

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

**Individual Causing Delivery:** 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. Provide the last name and first name of at least one individual causing the document to be delivered for filing. A middle name or initial and a 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.

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

**Additional Individuals Causing Delivery:** Click the “Yes” button to include an attachment with the names and addresses of additional individuals causing the document to be filed. The attachment must provide the name of each additional individual, including their last name and first name. A middle name or initial and a suffix are optional. Also provide the mailing address, including the city, state and zip code. Any address outside of the United States must include the country and, if applicable, the province.

Example: Smith, John

123 N. Main St., Apt 101

Denver, Colorado 80122

**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/cover sheet 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/cover sheet. Questions should be addressed to the user’s attorney.