



HOW TO START A BUSINESS STEP 4 REGISTER YOUR BUSINESS WITH THE STATE OF OKLAHOMA

1. Register a Business Name

In Oklahoma, once the name of a business has been decided, the owner(s) can seek to register it for exclusive use in the state. To do this, the person(s) involved should contact the office of Oklahoma's Secretary of State (SOS) <https://www.sos.ok.gov/> and complete a [TRADE NAME REPORT FORM](#). If the proposed business or trade name is available, it can be registered by paying the current \$25 fee to cover the cost of the report.

The Secretary of State's office offers an alternative to registering the company name. The proposed name can simply be held for a 60 day period by paying a \$10 fee, while other plans for the business are being completed, including creating and filing one of the formal legal structures.

In addition, before allowing banking transactions and establishing a bank account, many bankers will require sole proprietors to also obtain a Certificate of Fictitious Name which identified the person who is the sole owner of the business. This certificate can be obtained, for a small fee, from the [Tulsa County Clerk's office](#).

Tulsa County Clerk
Ray Jordan Administration Building
500 South Denver
Tulsa, Oklahoma 74103-3832
County Clerk Switchboard: [918-596-5801](tel:918-596-5801)

Similarly, to identify the names and addresses of all the partners involved, a partnership may be required to obtain a Partnership Fictitious Name certificate. This certificate is obtained from the SOS for a minimum fee.

2. Registering Separate Trade Names

Sometimes, the owner of a new or existing business (whether sole proprietorship, corporate, or LLC), may have certain products or services which they want to emphasize and promote. To do

so, the owner may apply for authorization to use a business name, other than the initial or official one on file. In this instance, the new name is referred to as **“Doing Business As”** or **d/b/a**. If available, a business can have an unlimited number of d/b/a names. To file for any d/b/a name(s), the process starts with completing a [TRADE NAME REPORT FORM](#).

[Click here](#) for details about registering your business with the State of Oklahoma.



Information within provided by Oklahoma Secretary of State and Sand Springs Chamber of Commerce