



STATE OF RHODE ISLAND

DIVISION OF MOTOR VEHICLES
DEALERS' LICENSE AND REGULATIONS OFFICE
600 New London Avenue, Cranston, RI 02920-3024
Phone: 401-462-5734 Fax: 401-462-5789 www.dmv.ri.gov

RHODE ISLAND LEASE / RENTAL MOTOR VEHICLE NAME CHANGE APPLICATION

1. You must obtain prior approval from the Dealer's License and Regulations Office before any name changes occur.
2. Owners, Partners or Corporate Officers of the present company must remain the same on the name change application or the change will be considered a first application.
3. Application must be completed in full, signed by a corporate officer, partner or sole owner and notarized.
4. If it is a Corporation name change: Copy of the Articles of Incorporation, copy of the minutes showing the elected officers, a copy of the Fictitious Name Report and a Letter of Good Standing issued by the Rhode Island Secretary of State whom you can contact at 401-222-3040, or www.sos.ri.gov, must be obtained.
5. Insurance form GU-1338 certificate must be filed with The Department of Financial Responsibility at the Division of Motor Vehicles, 600 New London Ave, Cranston RI 02920 stating the exact name to be licensed. If using a D/B/A name this should be the name appearing on the insurance certificate. Call 401-462-5813 with any questions.
6. You must contact the Rhode Island Division of Taxation, tax.excise@tax.ri.gov, at One Capitol Hill, Providence, RI 02908 to request copies of your tax permit which lists both your corporate name and d/b/a name.
7. A photograph, minimum size 3" x 3" of the permanently displayed sign stating the new name. The pictures must be submitted with the application.



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Please be advised that when the company name change becomes effective in the RI DMV system, all current registrations will reflect the new company name. To apply for a Title and Registration Certificate in the new company name, the following is required:

- Application for Registration TR-1
- Original Title with the Transfer by Owner section completed with "old company name" as Seller to "new company name" as Buyer
- Sales Tax Form or Tax-Exempt Certificate approved and stamped by the RI Division of Taxation
- Remit payment with a signed blank check made out to the RI DMV

Please visit WWW.DMV.RI.GOV for all forms and fees.

APPLICATION TO CHANGE LEASING / RENTAL NAME



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OFFICIAL USE ONLY

Date Received: _____

Date Approved: _____

Date Issued: _____

Inv.'s Signature: _____

LEASING / RENTAL MOTOR VEHICLE NAME CHANGE

Date: _____ License #: _____

License Year: FROM: _____ TO: December 31, 20_____

Current Company Name: _____

Current D/B/A Name: _____

New Company Name: _____

New D/B/A Name: _____

Principal Business Location: _____

Business phone: _____ Fax #: _____

Signature of Owner, Partner or
Corporate Officer

Print Name and Title

State of Rhode Island County of: _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public Signature _____

Commission expires: _____