

New Business Entities and/or Trade Names Online Filing System

(LLC, Profit Corporation, Non-profit Corporation, Partnership, and Trade Name Registrations)

Instructions for getting started in Catalyst:

1. Go to www.corporationsandtrademarks.vi.gov, 24-hours a day, seven-days a week.
2. Create user account by clicking the **REGISTER** Button. Refrain from uploading government-issued identification (such as driver's license, passport, passport card, social security card or senior citizen card) as a profile picture.
3. Once redirected to the Welcome to Your Dashboard page, click on your preferred filing type from **I Would Like To** (quick links) or **ONLINE SERVICES** menu for an extensive list of business entity types.
4. Complete all required items with red asterisks (*) on all tab(s). Review the filing, click the **Submit** button, and remit payment. The acceptable online payment forms are MasterCard, Visa and ATH. **Note:** The resident agent form is required for business entities, but it is not required for all trade names. The form is located at <https://ltg.gov.vi/> (Division > Corporations & Trademarks > Forms).
5. Once submitted, the filing is sent to the office for review. Email correspondence will follow confirming receipt and the filing's status. For continuous updates, check the status of the filing on the Welcome to Your Dashboard page.

Needed to complete the process . . .

- Executed and duly notarized resident agent form (All Business Entities).
- Certified charter documents (articles, amendments, and merger, if applicable)
- Certificate of good standing no older than six (6) months / Certificate for Foreign Business Entities are issued by the home jurisdiction Secretary of State or Registry.
- Executed and duly notarized consent letter for use of similar name (if desired name is too similar to an existing registrant) [Click on validate name button in the application to determine if the consent letter is required].
- Names, physical, mailing, and email addresses of persons associated with entity (including incorporators, president, treasurer, secretary, chairman, vice chairman, directors, organizers, members, managers, resident agent, sole proprietors, and partners).

For additional information, visit <https://ltg.gov.vi/> (Division > Corporations & Trademarks > FAQ) for a glossary of terms and frequently asked questions.

If assistance is required, please contact the division at:

Office of the Lieutenant Governor
Division of Corporations and Trademarks
5049 Kongens Gade, St. Thomas, VI 00802 – 340.774.2991 (Telephone) – 340.776.4612 (Fax)
1105 Kings Street, Christiansted, VI 00820 – 340.773.6449 (Telephone) – 340.773.0330 (Fax)
Questions - <https://ltg.gov.vi/contact-us/>