



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

Service of Process Action Form.
Form GN-6, Version 3, November 2014.

This form can only be used to serve the defendant – domestic or foreign filing entity if plaintiff or his representative have exhausted all the means to serve domestic or foreign filing entity as prescribed under D.C. Code § 29-104.12

ENTITY TYPE

Domestic or Foreign Filing Entity

FILING FEE

Refer to Corporate Fee Schedule posted online;

Under the provisions of the Title 29 of D.C. Code (Business Organizations Act), the plaintiff identified below is serving the defending domestic or foreign filing entity and for that purpose submits the statement below.

1. Plaintiff's Name.

2. Plaintiff's Address.

3. Defending Domestic or Foreign Filing Entity's Name. (give corporate file# if known)

4. Defending Domestic or Foreign Filing Entity's Address.

5. One of the following conditions apply. (must select one)

Represented entity failed to appoint or maintain a registered agent in the District; or

A represented entity's registered agent in the District cannot with reasonable diligence be found.

6. Type of service and court case# (ex., subpoena, legal complaint, demand, etc.).

7. Duplicate copies of the process, notice, or demand are submitted along with this form.

If you sign this form you agree that anyone who makes a false statement can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405;

8. Name of the Plaintiff or Authorized Person.

8A. Signature of the Plaintiff or Authorized Person.

Mail all forms and required payment to:

Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400

Corporate Online Services Information:

Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <https://corp.dhra.dc.gov>, create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."