

TECHNOLOGY BUSINESS REGISTRATION

One of the first steps taken on the Moon, this is an image of Buzz Aldrin's bootprint from the Apollo 11 mission.

In an effort to support the growth of small, high technology companies in the city, ConnecTech has created this guide to help entrepreneurs navigate the business registration and licensing process. The steps below are not meant to be all inclusive for every circumstance. This information is subject to change and entrepreneurs are encouraged to contact the Small Business Resource Center with questions.

1

Incorporate your business and obtain a Federal Employer Identification Number

Incorporate your business and obtain a FEIN number. One resource FEIN numbers is [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

2

Register your business as a domestic entity in the District - Form DBU-1 or DLC-1

This process can be completed online at <https://corp.dcra.dc.gov/>. The process takes 15 business days (can be shorter if expedite fees are paid) and cost \$220 before expedite fees. DBU-1 is for corporations. DLC-1 is for limited liability companies.

or

Register your business as a foreign entity in the District - Form FN-1

This is for companies not incorporated in the District. This process can be completed online at <https://corp.dcra.dc.gov/>. The process takes 15 business days (can be shorter if expedite fees are paid) and cost \$220 before expedite fees.

3

File Form FR-500 with the Office of Tax and Revenue

It is recommend to first receive your registration documents. Afterwards, this process can be completed online at <https://www.taxpayerservicecenter.com/fr500/>. The filing is free and complete after going through the process.

4

Clean Hands Certification

Included as a part of the business license. The form certifies that no more than \$100 is owed to the District Government as a result of fess penalties, interest or taxes.

5

Obtain a Basic Business License

This can be completed online at <https://cpms.dcra.dc.gov/OSUBI/Default.aspx>. The process cost \$324. The process requires a Home Occupancy Permit (HOP) or a Certificate of Occupancy (CofA). A HOP can be obtained as a part of the business license process. You may be able to use your lessors CofA or obtain one at <http://dcra.dc.gov/DC/DCRA/Permits/Certificates+of+Occupancy+and+Zoning>.

After you're registered, visit DSLBD.dc.gov to learn about free resources to help you grow your business

For More Information
Contact the Small
Business Resource
Center



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