

# How to Find your Name Request without the Name Request (NR) Number

The advanced search feature in the Name Request application will allow users to find a name request without knowing the NR number.

You can search by entering **one or more** of the following criteria:

- the requested business name (e.g., ABC Electric)
- the name of the applicant
- the date the NR was submitted

To use the advanced search:

## 1. Log in to the BC Business Registry

- Go to <https://www.bcregistry.ca/namerequest> and click “login” at the top right.
- You must [have an account](#) and log in using your [BC Mobile Card](#) or your [BCeID and two factor authentication](#).
- You cannot access the advanced search feature without an account.

## 2. Select “I don’t know my NR Number”

To find the “I don’t know my NR Number” link:

- Click the “Manage my Existing Name Request” tab
- Look underneath the blue “Retrieve Name Request” button
- Click “I don’t know my NR Number”

### OVERVIEW

BC OnLine Users: Names Request Online (NRO) on BC OnLine will be shut down, so all users will need to use the new Name Request on the Business Registry to submit and look up name requests.

### LINKS

- [Business Registry](#)
- [Name Request](#)

### OTHER RESOURCES

- [Login with BC Mobile Card](#)
- [Create an account with BC Mobile Card](#)
- [Log in with BCeID and 2-factor authentication](#)
- [Create an account with BCeID and 2-factor authentication](#)
- [More resources](#)

🔍 Request a Business Name

🏠 Manage My Name Request

- Check review time and approval status
- Upgrade Name Request to Priority (\$100.00)
- Renew your Name Request for an additional 56 days before it expires (\$30.00)
- Cancel your Name Request
- Edit details, download receipts, and more

**Enter your information to manage an existing Name Request:**

1 NR Number 🗑️

Example: NR 1234567

2 Applicant's Phone Number
 

Example: 555-555-5555

or

Applicant's Notification Email
 

Example: name@email.com

Retrieve Name Request

I don't know my NR Number

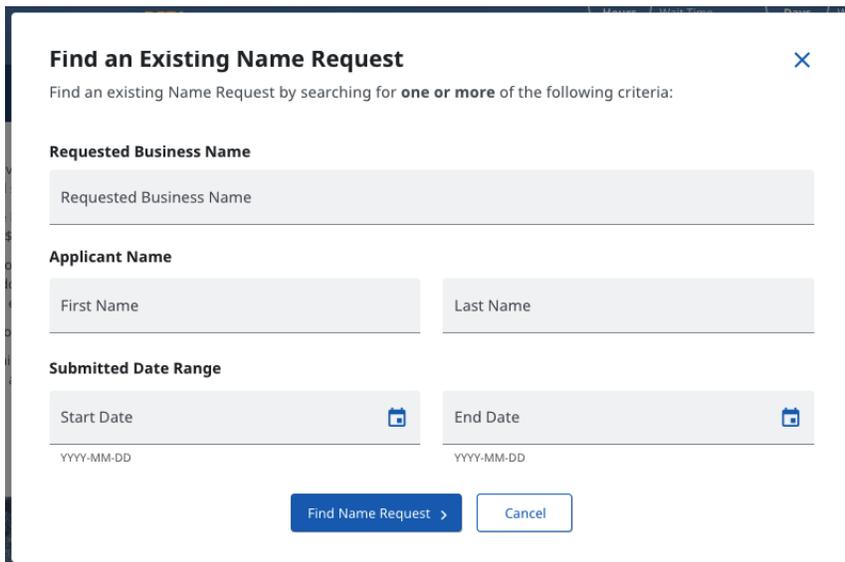
### 3. Enter your search criteria

You will be able to search for a Name Request by entering one or more of the following criteria:

- Requested Business Name
- Applicant Name (First and Last)
- Submitted Date

To find the requested business name and the submitted date, go to the receipt that was emailed to you after you submitted the NR.

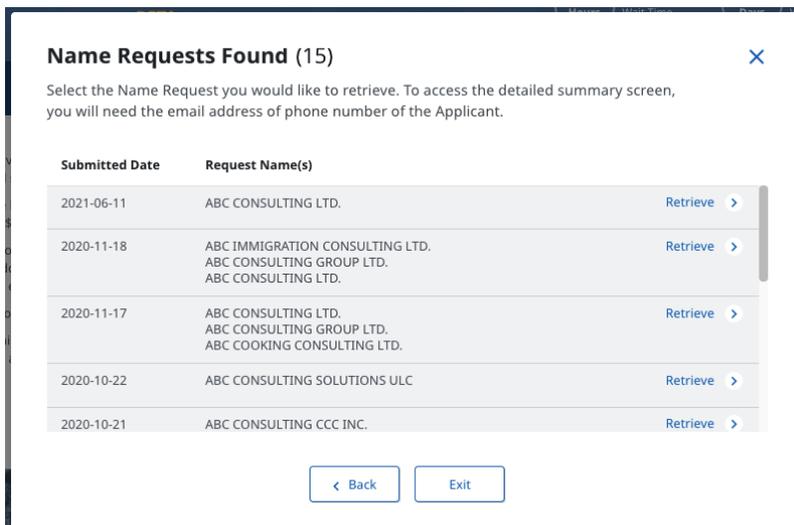
If the NR has been examined, you can also find this information in the results letter that was emailed to you after examination was completed.



The screenshot shows a search form titled "Find an Existing Name Request" with a close button (X) in the top right corner. Below the title, it says "Find an existing Name Request by searching for one or more of the following criteria:". The form is divided into three sections: "Requested Business Name" with a single text input field; "Applicant Name" with two text input fields for "First Name" and "Last Name"; and "Submitted Date Range" with two date input fields for "Start Date" and "End Date", each with a calendar icon and a "YYYY-MM-DD" format hint below it. At the bottom, there are two buttons: "Find Name Request >" and "Cancel".

### 4. Review the search results

Use the scroll bar to see more results or to adjust your criteria, click "Back".



The screenshot shows a results page titled "Name Requests Found (15)" with a close button (X) in the top right corner. Below the title, it says "Select the Name Request you would like to retrieve. To access the detailed summary screen, you will need the email address of phone number of the Applicant." The results are displayed in a table with two columns: "Submitted Date" and "Request Name(s)". Each row has a "Retrieve >" link on the right. At the bottom, there are two buttons: "< Back" and "Exit".

Submitted Date	Request Name(s)	Retrieve >
2021-06-11	ABC CONSULTING LTD.	Retrieve >
2020-11-18	ABC IMMIGRATION CONSULTING LTD. ABC CONSULTING GROUP LTD. ABC CONSULTING LTD.	Retrieve >
2020-11-17	ABC CONSULTING LTD. ABC CONSULTING GROUP LTD. ABC COOKING CONSULTING LTD.	Retrieve >
2020-10-22	ABC CONSULTING SOLUTIONS ULC	Retrieve >
2020-10-21	ABC CONSULTING CCC INC.	Retrieve >

## 5. Select the Name Request you would like to “Retrieve”

To edit, cancel or use an NR, you must first retrieve it.

Once you click retrieve, enter the phone number or email address that was used to request the NR. This is a security measure that ensures the user is authorized to access and edit the NR.

### Retrieve Name Request ✕

To view the details and status of this Name Request, please enter the **email address or phone number** of the Applicant.

Applicant's Phone Number

Example: 555-555-5555

or

Applicant's Notification Email

Example: name@email.com

[← Back](#) [Retrieve Name Request >](#)

Once validated, you will see the summary page for that NR. From here, you can view or edit the NR.

### NR 7120502 BC Limited Company Exit ✕

1. [ABC CONSULTING LTD.](#)

2. [AAA CONSULTING LTD.](#)

3. [ABC CORPORATE CONSULTING LTD.](#)

**Submitted Date:** June 22, 2021 at 12:11 pm Pacific time

**Request Status:** Pending Staff Review

**Priority Request:** No

**Estimated Review Date:** [February 27, 2022 \(250 days\)](#)

**Applicant Name:** DOE, JANE

**Address:** 345-366 Adelaide St E, Toronto, ON, M5A 3X9

[Edit](#)

[Upgrade Priority \(\\$100\)](#)

[Download Receipts](#)

[Cancel and Refund](#)

To check on the status of this Name Request in the future, enter the request number **NR 7120502** plus the Applicant's Phone Number or Email Address using the Existing Name Request tab on the site.

Note: If an NR is pending staff review, you can edit all elements of the Name Request. If the NR **has** been examined (e.g., approved, rejected), you can only edit the applicant information.