

Assumed Name Form Instructions

- Print or type the assumed name exactly the way it is to appear on the certificate including punctuation, spaces and abbreviations.
- Print or type the address of the business.
- Print or type the period during which assumed name will be used. The filing is valid for a maximum of 10 years.
- Check the appropriate box business is to be conducted as. Note: The County Clerk staff does not know what type of business an applicant should check. Seek legal advice if not sure.
- Complete Certificate of Ownership section. Print or type name(s) of owner(s), physical address—no P.O. Box.
- Sign in front of clerk or notary.
- Present a valid, current driver's license, state ID, passport or military ID.
Note: If more than one owner is listed on an assumed name, all parties must appear together in person or all signatures have to be notarized.
- The fee is \$23.00 for one owner, \$0.50 for each additional owner listed.

Disposition of Interest Form Instructions

- Print or type the name of the owner--person or business--as it appears on the original assumed name filing.
- Print or type the name of the business as it appears on the original assumed name filing.
- Select the appropriate box.
- Sign in front of clerk or notary.
- Present a valid, current driver's license, state ID, passport or military ID.
- The fee is \$17.00 for each owner.