

Assumed Name

An Assumed name Certificate is filed by anyone doing business under a name other than their own.

The applicant fills out the Assumed name Certificate. After having it signed before a notary public by all owners involved, it is returned to the County Clerk's Office. There is a \$5 filing fee.

The Notice of Publication is to be taken to a newspaper that has a general circulation and is published within the County. It must run once a week for three consecutive weeks. The first notice must be published within 15 days after filing the Assumed Name Certificate with the County Clerk's office. Proof of Publication must be received by the County Clerk's Office before the Certificate of Ownership of Business is issued.

Certified copies of Assumed Name Certificates are \$1.