

**COUNTY FILED BUSINESS**  
**ASSUMED NAME CERTIFICATE OF OWNERSHIP**  
**Negocio Archivado en el Condado Certificado de Nombre Asumido de Dueno**  
**(For Unincorporated Business or Profession)**  
 INSTRUCTIONS ATTACHED

1. The person signing this document, \_\_\_\_\_, is complying with Chapter 36 of the Business and Commerce Code of Texas. Registrant declares that (s)he regularly conducts business or renders professional services in this state under an assumed name.

2. The assumed name under which such business or professional service is or is to be conducted or rendered is:  
 Nombre en el Cual el Negocio es o sera Conducido:

\_\_\_\_\_

2a. The business address (physical location) is / Direccion Comercial: \_\_\_\_\_

3. The business or professional service is: (Check appropriate box) El Negocio es (Marque uno)

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Sole Practitioner,	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Real Estate Investment Trust
<input type="checkbox"/> Joint-stock Company	<input type="checkbox"/> Professional Association/Entity	<input type="checkbox"/> Other form unincorporated business

4. Full Names and Addresses of Owners, Partners, Individuals, etc:

Signature / Firma	Address
Printed Name / Title	City, State, Zip
Signature / Firma	Address
Printed Name / Title	City, State, Zip
Signature / Firma	Address
Printed Name / Title	City, State, Zip

5. County or counties within the State of Texas where the business or profession service will be rendered:  
 Condado O Condados en el Estado de Texas donde el negocio o servicio profesional sera Conducido:

\_\_\_\_\_

6. The period, not to exceed 10 years, during which the assumed name will be used:

From: \_\_\_\_\_ Until: \_\_\_\_\_

\_\_\_\_\_  
 Signature of owner, officer, general partner, manager,  
 representative or attorney-in-fact of the entity

\_\_\_\_\_  
 (Printed name of owner, officer, etc.)

Before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_ and acknowledged to me that he executed the foregoing certificate for the purposes therein expressed.  
 (Notary Seal)

\_\_\_\_\_  
 Notary Public, State of Texas

## INSTRUCTIONS FOR FILING ASSUMED NAME CERTIFICATE (UNINCORPORATED BUSINESS OR PROFESSION)

WHEN COMPLETING FORM, PLEASE TYPE OR PRINT USING BLACK INK.

- A. Any person who regularly conducts business or renders professional services (other than as a corporation) in this state under an assumed name shall file in the office of the county clerk in each county a certificate of assumed name.
- B. A certificate of assumed name shall be filed in each county where:
1. such person has or will maintain business or professional premises, or
  2. such person conducts business or renders professional services.
- C. If this assumed name certificate is being filed to comply with Alcoholic Beverage Code requirements, Item 2a must be completed to show the actual physical location of the business and should be the same as shown on the Permit or License application.
- D. In most cases, item #4 will simply contain names and addresses of the owners. If the business organization is more complicated,
1. A partnership will list the venture or partnership name, the venture or partnership office address, and full name and residence address of each partner.
  2. An estate will list the name of the estate, the estate's office address (if any), and the full name and residence address of each representative of the estate (if it is an individual). If not an individual, then the office address of the representative.
  3. A company other than a real estate investment trust or corporation will list the name of the company or corporation; the state, country, or other jurisdiction under which it was organized; and its office address.
- E. An assumed name certificate shall be executed and acknowledged (signed and notarized) by each person listed in item #4, or by their representative or attorney-in-fact.
- F. Any certificate executed and acknowledged by an attorney-in-fact shall include a statement that such attorney-in-fact has been duly authorized in writing by his/her principal to execute and acknowledge the same.

### MAJOR CHANGE IN INFORMATION ALREADY ON FILE; NEW CERTIFICATE.

Whenever an event occurs that causes an assumed name certificate to be outdated (or to become misleading) a new certificate shall be filed with the county clerk or secretary of state (as required). A new certificate shall be filed within 60 days of the occurrence of an event which caused the original to become outdated (or misleading).

#### Examples:

1. A change in the name, identity, entity, form of business or professional organization, or location of a registrant.
2. In the case of a proprietorship or sole practitioner, a change in ownership.
3. In the case of a partnership, the admission of a new partner or joint venturer or whenever any general partner or joint venturer ceases to be associated with the partnership.
4. In the case of a registrant that is required by law to maintain a registered or similar office and a registered or similar agent at such office, a change in the address of such office or identity of such agent.

### DUTY OF THE COUNTY CLERK'S OFFICE

***Please do not ask the staff of the county clerk's office for assistance in filling out this form. They are not allowed (by law) to provide advice on legal issues such as this. You, your accountant, or an attorney should be able to supply the required information to complete this form.***

A county clerk's duty is ministerial only. This means if you present a document for filing, the clerk must file and record it. The clerk cannot and will not make a determination as to whether or not it is completed properly or that it is legally correct.

**Remember**, the signatures have to be notarized. This can often be done at the courthouse (but not by the county clerk's staff).

Recording fees with the county clerks' offices vary from office to office. There is a basic recording fee of \$2.00-\$8.00 plus \$.50 for each name indexed. It is recommended to check with the county of filing for correct fees.