

ASSUMED NAME FORM INSTRUCTIONS – UNINCORPORATED BUSINESS

*Chapter 71 Texas Business & Commerce Code - <http://www.statutes.legis.state.tx.us/Docs/BC/htm/BC.71.htm>
County Clerk staff cannot give legal advice.*

Business Name Section

1. Print legibly or type the assumed name on the first line of the Assumed Name form.
2. Print legibly or type the physical address of the business.
3. Print legibly or type the number of years during which the assumed name will be used. (10 Max)

Business Structure Section

- Check the appropriate box under “BUSINESS IS TO BE CONDUCTED AS” (County Clerk staff cannot advise—seek legal advice or conduct research)

Certificate of Ownership Section

4. Complete CERTIFICATE OF OWNERSHIP Section. Legibly print or type name and physical residential address of each owner. (**Do not list a PO Box in this section**)
5. Provide return mail envelope or place a check mark next to the return address. If not specified, default return address will be the first owner address listed.

Notarized Signature Section

- All owners’ signatures must be notarized. (No Notary Public at the Courthouse.) Nearest notary at Pack-N-Mail across the street on the east side of Historic Courthouse or check local bank.

Fees & Recording the Document

- Only original notarized documents may be recorded by the County Clerk.
- Recording fee is \$26 for one owner and \$.50 for each additional owner. (No personal checks) Visa or MasterCard credit accepted with 5% additional fee.
- Research and record Johnson County Business names (DBAs) in person between 8:00am-4:30pm Monday-Friday in the Deed Room B15 South hallway basement level of the Historic Courthouse located at 2 N. Main St. Room B15 Cleburne TX 76033, (817) 556-6310 phone, or at the Burleson Sub-Courthouse located at 247 Elk Dr. #103 Burleson TX 76028, (817) 202-2968 phone.
- Or mail original notarized document with appropriate fees to Johnson County Clerk-Recording, PO Box 1986, Cleburne TX 76033. Do not mail cash.
- Original returned by mail in approximately 1 week. Complimentary copy by request in person at time of recording.

An Assumed Name is not a business license. Contact City Hall in the city in which the business is to be conducted to find out if a business license is required in that city and research State and Federal licensing requirements.

Sales Tax Permits & Tax I.D. –State Comptroller of Public Accounts - Call 1-800-252-5555 for information.

Johnson County Assumed Name Forms available online at:

<http://www.johnsoncountytexas.org/government/county-clerk/land-records-vitals/assumed-names-dbas>