

FICTITIOUS BUSINESS NAME FORM REGISTRANT INFORMATION

REGISTRANT TYPE	REGISTRANT REQUIRED	FEE	SIGNED BY
Individual	One name	\$46.00	The individual
Married Couple	Both names	\$46.00	One Spouse
General Partnership	All General Partner's Names (Not the name of the General Partnership)	\$46.00 plus \$5.00 each additional partner	One of the partners
Limited Partnership (*Office must view "Certificate of Limited Partnership")	All General Partner's Names (Not the name of the Limited Partnership)	\$46.00 plus \$5.00 each additional partner	One of the partners
Corporation (*Office must view "Articles of Incorporation")	Corporation Name (As it appears in the Articles of Incorporation)	\$46.00	One of the officers
Co-Partners	All partner's names	\$46.00 plus \$5.00 each additional partner	One of the partners
Business Trust	All Trustee's names	\$46.00	Trustee
Joint Venture	All general partners	\$46.00 plus \$5.00 each additional partner	One of the partners
Limited Liability Company (*Office must view Articles of Organization)	Limited Liability Co. (As it appears in their certificate)	\$46.00	Manager or officer
Unincorporated Association	All general partners	\$46.00 plus \$5.00 each additional partner	One of the partners

** Must be presented for review. Copies are acceptable.*

Please read all instructions before completing the FBN statement.

- 1) All information must be typed or **printed clearly**.
- 2) Physical address must be stated for business and home address. (A P.O. Box or Mail Box Drop may be added as a mailing address only.)
- 3) Note: It is your responsibility to make sure that all information on this statement is correct and legible. Any error made on this document renders this filing invalid.
- 4) Publishing must occur within 45 days. If filing is considered invalid, it must be re-filed and re-published and all fees must be paid again.
- 5) We need to review copies of Articles of Corporation, Articles of Organization, and Certificate of Limited Partnership to ensure proper filing, per Business & Professionals Code §17910.5.
- 6) Do not use white out on the FBN form or it's copies.

INFORMATION REGARDING THE FILING OF A FICTITIOUS BUSINESS NAME STATEMENT

- Be certain the information in the statement is correct and complete before filing it. You cannot make changes to the statement once it has been filed. Any changes would require the filing of a new statement, payment of the filing fees again, and publication in a newspaper in Mendocino County.
- When you file a Fictitious Business Name Statement, it does not reserve the name for your exclusive use. The filing is for consumer protection and is a requirement under Business & Professions Code Section 17900.
- The County Clerk's Office cannot refuse to file a fictitious business name statement because the name is already being used by someone else.
- If there is a conflict between business owners using the same or similar names, it becomes a legal matter between the business owners.
- A mailing address must be listed under the registrant information. If the registrant is a corporation, the State of Incorporation must be listed.
- **ALL** information contained in the statement is a **PUBLIC RECORD**. Anyone can purchase copies of the statement.
- All original filings as well as new filings with a change in the facts from the previous filing must be published. The statement must be published in an adjudicated newspaper, once per week for four consecutive weeks. The first publication must begin within forty-five days of the date the statement was filed in the County Clerk's Office. A list of newspaper is available from our office.
- The Proof of Publication must be filed in the County Clerk's Office. Please check with the newspaper to see if they will forward the original to our office for filing.
- A **RENEWAL**, with NO changes (including residence address of the owner(s)) does not have to be published provided they are refiled within 40 days of the expiration of the current statement. The customer is responsible for determining whether publication on a refilled statement is required.
- The statement is valid for five years from the date it is filed in the County Clerk's Office, unless there is a change in any information (except the registered owners address). A change requires a new statement to be filed within 40 days of the change. The new statement would also need to be published.

INSTRUCTION REQUIREMENTS FOR PUBLISHING A FICTITIOUS BUSINESS NAME FILING

You are **REQUIRED** to publish a Fictitious Business Name Statement IF:

- It is your first time filing
- You have filed in the past but have made ANY changes to the information you had filed in the past
- You have allowed the previous statement to expire more than 40 days even if there are no changes
- Filing a Statement of Abandonment; OR
- Filing a Withdrawal of Partnership.

If you are renewing a statement that you filed 5 years ago (which has not lapsed more than 40 days) and there are absolutely NO changes to the information filed previously, there is no need to follow the publication requirements stated below.

TO PUBLISH:

- 1.) Contact any adjudicated newspaper in the general area where you are going to be doing business.
- 2.) Inform them you just filed a Fictitious Business Name Statement and must satisfy the publication requirement.
- 3.) Provide them with a copy of the FBN filing.
- 4.) First publication **MUST** be published within 45 calendar days from filing date. If you pass the 45-day requirement, the statement automatically expires and you will be required to file a new Fictitious Business Name Statement and pay all applicable fees. The law does **NOT** allow for any extensions.
- 5.) Publication must be once a week for four consecutive weeks.
- 6.) Proof of Publication must be filed with the County Clerk's Office within 30 days after the 4th publication. Some newspaper companies provide the service of filing this for you; therefore, check with the newspaper company of your choice. In any case, filing the proof is your responsibility.

If you have any questions regarding the filing of your Fictitious Business Name Statement, please call 707-234-6824, or come to our office at 501 Low Gap Road, Room 1020, Ukiah, CA 95482.