

ASSUMED NAME CERTIFICATES

WE STRONGLY URGE YOU TO HAVE YOUR FINANCIAL INSTITUTION REVIEW THE CERTIFICATE BEFORE FILING BECAUSE ONCE IT IS FILED IT CANNOT BE REMOVED OR REPLACED, THEREFORE, YOU WOULD HAVE TO FILE A NEW CERTIFICATE.

- 1. It is YOUR responsibility to search the Official Public Records to see if the business name you are filing is already in use. You can access the records online at <https://cc.co.cass.tx.us/> or you can use the public terminals in the clerk's office to search for the business name. The clerk's office does not perform searches.**
- 2. THE COUNTY CLERK'S OFFICE CANNOT AND WILL NOT INSTRUCT YOU ON HOW TO COMPLETE THE ASSUMED NAME CERTIFICATE. You will need to consult an attorney or your financial institution for advice/instructions on how to complete this form.**
- 3. THE CERTIFICATE WILL NEED TO BE NOTARIZED PRIOR TO FILING. The County Clerk's Office does not notarize documents**
- 4. The filing fee is \$24 plus 50 cents for each name to be indexed.**
- 5. Once the certificate is filed it will be returned to you by mail in approximately one week. WE STRONGLY URGE YOU TO PROVIDE A PREPAID FEDEX, UPS OR USPS PRIORITY MAIL ENVELOPE FOR THE DOCUMENT TO BE RETURNED, AS WE CANNOT CONTROL THE MAIL ONCE IT LEAVES THIS OFFICE.**
- 6. If you need a copy at the time of filing, an additional \$1 per page fee will be assessed. You are welcome to bring your own copy with you and we will file-mark your copy at no charge**

EFFECTIVE 9/1/19:

Business entities that file an Assumed Name Certificate with the Secretary of State are not required to file an assumed name certificate with the county clerk. House Bill 3609 (PDF), which became effective September 1, 2019, amended Chapter 71 of the Texas Business & Commerce Code to eliminate the county-level filing requirement for such entities.

ASSUMED NAME RECORD

CERTIFICATE OF OWNERSHIP OF UNINCORPORATED BUSINESS OR PROFESSION

NOTICE: "CERTIFICATES OF OWNERSHIP" ARE VALID ONLY FOR A PERIOD NOT TO EXCEED 10 YEARS FROM THE DATE FILED IN THE COUNTY CLERK'S OFFICE. (Chapter 36, Sect. 1, Title 4- Business and Commerce Code)

This certificate properly executed is to be filed immediately with the County Clerk

NAME IN WHICH BUSINESS WILL BE CONDUCTED: _____

PHYSICAL ADDRESS OF BUSINESS: _____
Street City State Zip

TELEPHONE NUMBER: _____ (optional) EMAIL: (optional) _____

WEBSITE: (optional) _____

PERIOD (Not to exceed 10 years) DURING WHICH THE ASSUMED NAME WILL BE USED IS _____ YEARS

BUSINESS IS TO BE CONDUCTED AS: (Choose One)

- Sole Proprietorship
- General Partnership
- ~~Other~~
- Joint Stock Company
- Practitioner
- Other: _____
- Real Estate Investment Group
- Joint Venture

CERTIFICATE OF OWNERSHIP

The undersigned, is/are the owner(s) of the above business and my/our name(s) and address(es) given is/are true and correct, and there is/are no ownership(s) in said business other than those listed herein below

FULL NAME: _____ SIGNATURE: _____

ADDRESS: _____ ZIP CODE: _____

FULL NAME: _____ SIGNATURE: _____

ADDRESS: _____ ZIP CODE: _____

FULL NAME: _____ SIGNATURE: _____

ADDRESS: _____ ZIP CODE: _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared:

known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he is/are the owner(s) of the above-named business and the he signed the same for the purpose of consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE ON THIS the _____ day of _____, 2020

Notary Public in and for _____ County

(SEAL)