

## ASSUMED NAME INSTRUCTION'S

1. Applicant/s must check the OPR's to ensure that the Assumed Name (DBA) is not being used. The applicant may check by asking the Clerk's Office to conduct the search. There is no charge for this search.
2. Once you have verified the name is not being used, applicant/s will complete the Assumed Name (DBA) form completely.
3. The application needs to be notarized (notary of their choice) or the application can be acknowledged in the County Clerk's office for an additional fee of \$1.00.

**THE CLERK'S OFFICE CANNOT ACCEPT ASSUMED NAME CERTIFICATES THAT ARE NOT PROPERLY ACKNOWLEDGED/NOTARIZED**

### FEE BREAKDOWN

With Notary Acknowledgment- BASE FEE	\$22.00
County Clerk Acknowledgment – BASE FEE	\$23.00
Each Additional Owners Name -	\$.50
Each Additional Page -	\$4.00

THE CLERK'S OFFICE ACCEPTS CHECK, CREDIT CARD, MONEY ORDER OR EXACT CASH

Limited Liability Company/Incorporation/LLC. To create an Incorporation, Limited Liability Company LLC you need to contact the Secretary of State at [www.sos.state.tx.us](http://www.sos.state.tx.us) or call 512-463-5555



**JENNIFER BURDETT  
COKE COUNTY CLERK**

13 E 7TH ST  
ROBERT LEE, TX 76945  
325-453-2631

**ASSUMED BUSINESS NAME (DBA) CERTIFICATE**

FOR AN UNINCORPORATED BUSINESS OR PROFESSION OTHER THAN AS A CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY, LIMITED LIABILITY PARTNERSHIP, PROTECTED SERIES OR REGISTERED SERIES OF A LIMITED LIABILITY COMPANY, OR FOREIGN FILING ENTITY.

PURSUANT TO THE PROVISIONS OF CHAPTER 71, TITLE 5, BUSINESS AND COMMERCE CODE OF THE STATE OF TEXAS, THE UNDERSIGNED CERTIFIES THE FOLLOWING:

THE ASSUMED NAME UNDER WHICH THE BUSINESS IS OR IS TO BE CONDUCTED OR THE PROFESSIONAL SERVICE IS OR TO BE RENDERED:

PHYSICAL BUSINESS ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

THE BUSINESS THAT IS OR WILL BE CONDUCTED OR THE PROFESSIONAL SERVICE THAT IS OR WILL BE RENDERED IN COKE COUNTY UNDER THE ASSUMED NAME IS BEING OR WILL BE CONDUCTED OR RENDERED AS A (CHECK ONE):

- SOLE PROPRIETORSHIP
- GENERAL PARTNERSHIP
- OTHER FORM OF UNINCORPORATED BUSINESS \_\_\_\_\_

THE PERIOD, NOT TO EXCEED 10 YEARS, DURING WHICH THE REGISTRANT WILL USE THE ASSUMED NAME FROM THE DATE FILED WITH THE COUNTY CLERK'S OFFICE.

*IN TESTIMONY WHEREOF, I/WE, THE UNDERSIGNED, AM/ARE THE OWNER(S) OF THE ABOVE BUSINESS AND MY/OUR NAMES(S) AND PHYSICAL ADDRESS(ES) GIVEN IS/ARE TRUE AND CORRECT, AND THERE IS/ARE NO OWNERSHIP(S) IN SAID BUSINESS OTHER THAN THOSE LISTED HEREIN BELOW.*

**NAME(S) OF REGISTRANT / OWNER**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF COKE

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_

(Business Owner Name(s) Must Appear Here)

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC  
OR  
COKE COUNTY CLERK, JENNIFER BURDETT